Department of Defense
MANUAL

NUMBER 4500.36
July 7, 2015
Incorporating Change 2, July 25, 2025

USD(A&S)

SUBJECT: Acquisition, Management, and Use of DoD Non-Tactical Vehicles

References: See Enclosure 1

1. PURPOSE. This manual reissues DoD 4500.36-R (Reference (a)) as a DoD manual in accordance with the authority in DoD Directive 5134.12 (Reference (b)) and DoD Instruction (DoDI) 4500.36 (Reference (c)) to implement policy, assign responsibilities, and provide procedures for the operation of DoD owned, leased, and operated non-tactical vehicles (NTVs).

2. APPLICABILITY. This manual applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this manual as the "DoD Components").

3. RESPONSIBILITIES. See Enclosure 2.

4. PROCEDURES

a. Enclosure 3 identifies the role of DoD Fleet Managers (FMs).

b. Enclosure 4 identifies the processes for NTV selection, acquisition, cost accounting, use of alternative fuels, fleet management requirements for reporting, driver licensing, safety, NTV identification, and maintenance management.

c. Enclosure 5 lists the requirements for NTV usage and lists the penalties for misuse of DoD NTVs, including domicile-to-duty (DTD) authorization, inter-service support, contractor NTVs, bus services, and transportation of dependent school children.

5. RELEASABILITY. **Cleared for public release.** This manual is available on the Directives Division Website at http://www.esd.whs.mil/DD/.

6. SUMMARY OF CHANGE 2. This change is administrative and updates terminology and references in accordance with the March 17, 2025 Secretary of Defense Memorandum (Reference (aq)).

7. EFFECTIVE DATE. This manual is effective July 7, 2015.

David J. Berteau
Assistant Secretary of Defense
For Logistics and Materiel Readiness

Enclosures
1. References
2. Responsibilities
3. FM Role
4. Authority, Authorization, Acquisition, and Allocation
5. Use of DoD NTVs

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES 5

ENCLOSURE 2: RESPONSIBILITIES 7

UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND SUSTAINMENT (USD(A&S)) 7
ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT 7
DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR LOGISTICS 7
UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE 8
DOD COMPONENT HEADS 8

ENCLOSURE 3: FM ROLE 10

ENCLOSURE 4: AUTHORITY, AUTHORIZATION, ACQUISITION, AND ALLOCATION 12

OVERVIEW 12
REQUIREMENTS 12
AUTHORITY 12
AUTHORIZATION 13
ALLOCATION 14
ACQUISITION 17

APPENDIXES
1. CHECKLIST FOR AUTHORIZING COMMAND AND CONTROL NTVS 20
2. GUIDANCE FOR CONDUCTING COST-COMPARISON STUDY 22

ENCLOSURE 5: USE OF DOD NTVs 24

USE OF NTVS 24
TRANSPORTATION BETWEEN DOMICILE/RESIDENCE AND PLACE OF EMPLOYMENT – DTD 29
INTER-SERVICE SUPPORT 36
CONTRACTOR OPERATED NTVS 37
BUS TRANSPORTATION SERVICES 39
TRANSPORTATION OF DEPENDENT SCHOOL CHILDREN 48
PENALTIES FOR MISUSE OF DOD MOTOR VEHICLES 61

APPENDIXES
1. GUIDANCE FOR DRIVER SELECTION, TRAINING, AND LICENSING 63
2. GUIDANCE FOR SAFETY, ACCIDENT PREVENTION, AND REPORTING 66
3. GUIDANCE FOR IDENTIFICATION AND MARKING OF NTVs 68

4. MAINTENANCE MANAGEMENT 72
5. GUIDANCE ON TAX CONSEQUENCES OF TRANSPORTATION BETWEEN DOMICILE/RESIDENCE AND PLACE OF EMPLOYMENT....79

GLOSSARY 81

PART I: ABBREVIATIONS AND ACRONYMS 81
PART II: DEFINITIONS....82

TABLES
1. Annual Minimum Utilization Guidelines……..….15
2. Minimum Replacement Standards....17
3. NTV Activity Categories....27

ENCLOSURE 1

REFERENCES

(a) DoD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," March 16, 2007 (hereby cancelled)
(b) DoD Directive 5134.12, "Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR))," May 25, 2000, as amended
(c) DoD Instruction 4500.36, "Acquisition, Management, and Use of Non-Tactical Vehicles," February 1, 2023
(d) DoD Instruction 6055.04, "DoD Motor Vehicle and Traffic Safety," August 27, 2021
(e) Executive Order 11912, "Delegation of Authorities Relating to Energy Policy and Conservation," April 13, 1976
(f) Title 10, United States Code, section 2925
(g) DoD Instruction 5000.64, "Accountability and Management of DoD Equipment and Other Accountable Property," April 27, 2017, as amended
(h) DoD 7000.14-R, Volumes 1-15, "Department of Defense Financial Management Regulations (FMR)," date varies by volume
(i) General Services Administration Bulletin FMR B-43, "Vehicle Allocation Methodology for Agency Fleets," March 20, 2017
(j) Executive Order 10579, "Relations Relating to the Establishment and Operation of Interagency Motor-Vehicle Pools and Systems," November 30, 1954
(k) Title 41, Code of Federal Regulations, "Public Contracts and Property Management," current edition
(l) Public Law 105-388, "Energy Conservation Reauthorization Act of 1998," November 13, 1998
(m) DoD Instruction 5545.02, "DoD Policy for Congressional Authorization and Appropriations Reporting Requirements," December 19, 2008
(n) DoD Instruction 4000.19, "Support Agreements," December 16, 2020
(o) DoD Instruction 4151.22, "Condition-Based Maintenance Plus for Materiel Maintenance," August 14, 2020
(p) Administrative Instruction 109, "Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area," March 31, 2011, as amended
(q) DoD Instruction 7041.03, "Economic Analysis for Decision-Making," September 9, 2015, as amended
(r) General Services Administration, "Federal Property Management Regulation," current edition
(s) Title 42, United States Code
(t) Joint Travel Regulations, current edition
(u) Title 31, United States Code
(v) DoD Instruction 1015.15, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources," October 31, 2007, as amended
(w) Title 10, United States Code (Chapter 47 is known as the Uniform Code of Military Justice)
(x) Title 26, United States Code

(y) DoD Instruction 5400.11, "DoD Privacy and Civil Liberties Programs," January 29, 2019, as amended
(z) General Services Administration Bulletin FMR B-35, "Home to Work Transportation," August 29, 2012
(aa) DoD 4165.66-M, "Base Redevelopment and Realignment Manual," March 1, 2006, as amended
(ab) Defense Federal Acquisition Regulation System Procedures, Guidance and Information, Part 245, "Government Property," current edition
(ac) DoD Instruction 1000.15, "Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations," October 24, 2008
(ad) Title 20, United States Code
(ae) Title 18, United States Code
(af) Title 49, Code of Federal Regulations
(ag) Federal Specifications KKK-A-1822E, "Star-of-Life Ambulance," current edition
(ah) National Fire Protection Association Standard 1901, "Standard for Automotive Fire Apparatus," current edition
(ai) Deputy Assistant Secretary of Defense for Materiel Readiness, "Condition-Based Maintenance Plus Guidebook," August 2024
(aj) DoD Manual 4151.25, "Reliability-Centered Maintenance," February 16, 2024
(ak) Title 40, Code of Federal Regulations
(al) DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015
(am) DoD Instruction 1400.25, "DoD Civilian Personnel Management System," date varies by volume
(an) Section 1101 of Title 8, United States Code
(ao) Federal Acquisition Regulation, current edition
(ap) Executive Order 14154, "Unleashing American Energy," January 20, 2025
(aq) Secretary of Defense Memorandum, "Mission Focus of the Department of Defense," March 17, 2025
(ar) Title 49, United States Code

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND SUSTAINMENT (USD(A&S)). In accordance with Reference (c), the USD(A&S) establishes policy and guidance for the acquisition, management, use, and reporting of NTVs, including passenger and cargo NTVs, trailers, material handling equipment, and engineering equipment that are purchased or leased in support of this manual.

2. ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT. Under the authority, direction, and control of the USD(A&S), the Assistant Secretary of Defense for Sustainment:

a. Maintains this manual consistent with Reference (b).

b. Develops regulation and provides guidance for DTD authorizations pursuant to Reference (c) and this manual.

c. Processes DTD requests, excluding those reviewed by the Secretaries of the Military Departments, in accordance with this manual.

d. Provides guidance to the DoD Components on energy and environmental issues and DoD traffic safety programs in accordance with DoDI 6055.04 (Reference (d)) as they relate to NTVs.

e. Collects, reviews, and submits energy related reports consistent with Executive Orders 11912, and 14154 and section 2925(a) of Title 10 U.S. Code (References (e), (f), (ap)) and energy related policies.

3. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR LOGISTICS. Under the authority, direction, and control of the USD(A&S), the Deputy Assistant Secretary of Defense for Logistics:

a. Maintains accountability of NTVs owned, loaned, and leased by DoD Components, including oversight of NTV registration, in accordance with the accountability guidance in DoDI 5000.64 (Reference (g)) and the reporting requirements in chapter 6 of volume 4 of DoD 7000.14-R (Reference (h)).

b. Consolidates DoD Component fleet accountability reports consistent with General Services Administration (GSA) Bulletin Federal Management Regulation (FMR) B-43 (Reference (i)) and supplemental guidance provided by GSA.

c. Appoints and directs the OSD NTV FM for all NTVs owned, loaned, and leased by the DoD Components and issues guidance on NTV accountability, management, allocation

methodology, and lifecycle reporting in accordance with Reference (c). The OSD NTV FM will report through the Director of Equipment to the Deputy Assistant Secretary of Defense for Logistics.

d. Disseminates guidance to DoD Components to improve the performance of DoD's fleet of NTVs by increasing the use of NTV technologies, optimizing fleet size, and improving fleet management in accordance with Executive Order 10579 (Reference (j)).

e. Utilizes the Defense Property Accountability System (DPAS) as the migratory solution to capture the required information for federal fleet reporting, including accountability, maintenance, utilization, and dispatch data. Works with the GSA to maximize electronic data transfer to and from their various systems to ensure the data required to manage NTVs is readily available with the proper system controls in place.

5. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE. The Under Secretary of Defense (Comptroller)/Chief Financial Officer of the Department of Defense oversees budgeting and accounting policy for NTV acquisition, management, and operation.

6. DOD COMPONENT HEADS. The DoD Component heads:

a. Acquire NTVs and associated infrastructure, consistent with this manual and References (c), (d), and (e), and Title 41, Code of Federal Regulations (CFR) and Public Law 105-388 (References (k) and (l)), and provide supplemental DoD Component guidance as appropriate.

b. Manage and operate NTVs, consistent with this manual and Reference (k).

c. Determine optimal fleet size and composition (e.g., fuel or energy type and NTV class) consistent with Reference (l) and supplemental guidance as provided by GSA.

d. Develop NTV pools wherever practicable, consistent with this manual and Reference (j).

e. Establish driver selection, training, and licensing programs following the guidance in Appendix 1 to Enclosure 5 of this manual.

f. Establish and maintain comprehensive traffic safety programs for NTVs consistent with Reference (d) and Appendix 2 to Enclosure 5.

g. Register, identify, and mark NTVs consistent with subpart C of part 102-34 of Reference (k), as outlined in Appendix 3 to Enclosure 5.

h. Implement accountability, maintenance, utilization, and dispatch management programs to ensure that assigned NTVs are accounted for, maintained, used, and dispatched in a safe and serviceable condition.

i. Annually report alternative fuel vehicle (AFV) data in accordance with Reference (n) and DoDI 5545.02 (Reference (m).

j. Arrange inter-Service use of NTVs when economically viable and there is no impairment to military operational effectiveness in accordance with DoDI 4000.19 (Reference (n)) and Enclosure 5 of this manual.

k. Appoint, in writing, FMs to fulfill roles outlined in Enclosure 3 of this manual.

l. Establish a system for maintaining information on the organization requesting DTD transportation, purpose of the DTD transportation (e.g., law enforcement, safety, security), number of individuals authorized DTD, time period of authorization, and approval level. A copy of this information will be provided, at least annually, to the Deputy Assistant Secretary of Defense for Logistics.

ENCLOSURE 3

FM ROLE

The FM role may exist at the headquarters, region, or command or activity levels, dependent on the mission and size of the fleet. The roles, duties, and responsibilities should include that FMs:

a. Verify all owned, leased, or loaned NTVs, within the NTV fleet, are available to meet all requests by scheduling, forecasting, and surveying current user trends.

b. Maintain knowledge and utilize all fleet information and user surveys to forecast new requirements in accordance with the procedures in Reference (i).

c. Arrange fleets and fleet operations staff to provide support.

d. Perform NTV registration and generate documentation regarding the induction of new NTVs to the existing fleet. See Appendix 3 to Enclosure 5 for guidance.

e. Oversee routine and ad hoc maintenance in accordance with DoDI 4151.22 (Reference (o)) by providing Condition Based Maintenance Plus (CBM+) policy for the application and integration of appropriate maintenance technologies and capabilities to improve reliability and effectiveness of motor vehicles. See Appendix 4 to Enclosure 5 for guidance.

f. Obtain tags for new NTVs and renew old ones to ensure schedule fleet management in accordance with Appendix 3 to Enclosure 5.

g. Monitor and ensure fleet operation in compliance with local, State, and country rules and regulations.

h. Maintain and monitor data management systems to organize fleets based on various schedules and requests.

i. Streamline and monitor fuel purchase systems with assistance of fuel cards for all NTVs and drivers.

j. Participate in various workshops and educational programs, and maintain knowledge on all industry relevant publications.

k. Develop and implement operational standards to maintain NTVs by advocating best practices in the industry.

l. Provide direction to DoD Component staff to regulate budget cycle requirements and control budgeting process.

m. Plan and prepare an annual budget, account for expenditures, and analyze all financial objectives.

n. Facilitate and implement corrective actions and capacity building to manage the entire fleet to achieve command objectives.

o. Manage and submit a Fleet Management Plan in accordance with the guidance in Reference (i).

ENCLOSURE 4

AUTHORITY, AUTHORIZATION, ACQUISITION, AND ALLOCATION

1. OVERVIEW. This enclosure outlines the authority and requirements for establishing optimum acquisition authorization for NTVs to meet missions efficiently.

2. REQUIREMENTS. DoD Components will:

a. Limit NTV body size, engine size, and optional equipment for any executive fleet vehicle (i.e., vehicles for Senior Executive Service members and general or flag officers) to what is essential to meet agency missions and be midsize or smaller sedans, except where larger sedans are essential to the mission. Executive fleet vehicles that are larger than midsize sedans (Classes IV and V) or are not AFVs must be disclosed on the website of the agency operating the vehicles. The website must be publicly accessible, in a location that may be found using the search term "executive fleet vehicles." The data posted should include each vehicle's make, model, year of manufacture, fuel type, and the office to which the vehicle is assigned.

b. Develop a vehicle allocation methodology (VAM) for determining the optimum inventory with emphasis placed on eliminating unnecessary or non-essential NTVs from a DoD Component's fleet inventory and ensuring lifecycle cost-effectiveness of maintaining such inventory.

c. Determine optimal fleet inventory using the VAM to accomplish the DoD Component's mission.

3. AUTHORITY

a. All government NTVs, regardless of acquisition or cost, will have accountable property records established in an accountable property system of record managed by the organization's accountable property officer. The accountable property officer will assign custody of the NTVs to an FM who will be appointed in writing by the DoD Component head. Every DoD Component managing an NTV fleet, regardless of size, must have an FM. Agencies and activities with smaller fleets, under 20 vehicles, can combine the accountable property officer and FM function as long as the accountable property system of record allows access to both property accountability and fleet management.

b. All NTVs will be marked for identification purposes in accordance with Appendix 3 to Enclosure 5 of this manual.

4. AUTHORIZATION

a. In the National Capital Region (NCR), Administrative Instruction 109 (Reference (p)) takes precedence. For functions not covered in DoDI 7041.03 (Reference (q)), this manual applies.

b. DoD Component's operating domestic fleets must comply with NTV fuel efficiency requirements for such fleets as outlined by the Department of Energy. This does not apply to NTVs exempted by law or other regulations, such as law enforcement or emergency rescue work and foreign fleets.

c. Passenger NTV's are defined according to GSA classes and subparts 102-34.35 and 102-34.45 of Reference (k).

(1) Class I – subcompact sedan, station wagon, and sport utility vehicle (SUV).

(2) Class II – compact sedan, station wagon, SUV, and 7-8 passenger mini-van.

(3) Class III – intermediate/midsize sedan, station wagon, and SUV.

(4) Class IV – large sedan, station wagon, SUV, and 15 passenger mini-van.

(5) Class V – limousine sedan.

d. An FM may only obtain the minimum size of NTV necessary to fulfill an organization's mission. An organization must obtain:

(1) NTVs that achieve maximum fuel efficiency.

(2) Midsize (i.e., Class III) or smaller sedans and SUVs, with the exception of NTVs used by the President and Vice President and NTVs for security and highly essential needs (e.g., for high risk personnel).

(3) Large (i.e., Class IV) sedans and SUVs only when deemed essential to the organization's mission.

e. The use of Class IV sedans and SUVs is authorized for these DoD officials and visiting foreign officials of comparable rank, based on security and highly essential needs (See Reference (k) for additional guidance.):

(1) The Secretary of Defense.

(2) The Deputy Secretary of Defense.

(3) The Chairman of the Joint Chiefs of Staff.

(4) Secretaries of the Army, Navy, and Air Force.

(5) Chiefs of Staff of the Army and Air Force, Chief of Naval Operations, Commandant of the Marine Corps, and Chief of the National Guard Bureau.

f. The use of Class III sedans is authorized for these DoD officials and visiting foreign officials of comparable rank:

(1) Under Secretaries of Defense.

(2) Vice Chairman of the Joint Chief of Staff.

(3) The Vice Chiefs of Staff of the Army and Air Force, the Vice Chief of Naval Operations, the Assistant Commandant of the Marine Corps, and Vice Chief of the National Guard Bureau. DTD transportation must be as authorized in accordance with Enclosure 5.

(4) Four star officers. DTD transportation must be as authorized in accordance with Enclosure 5.

(5) Directors of Defense Agencies. DTD transportation must be as authorized in accordance with Enclosure 5.

g. Authorization for NTVs will be approved according to procedures established at an agency level. Any authorization process must address:

(1) Satisfying the requirement by use of existing or expanded DoD shuttle bus or taxi services.

(2) Redistributing existing assets to meet the requirement without causing an overall increase in NTV authorizations.

(3) Supporting the requirement through the use of alternative transportation resources.

(4) Meeting the guidelines established by this manual and the NTV allocation methodology detailed in section 5 of this enclosure.

5. ALLOCATION

a. VAM is used to determine the optimal fleet inventory to meet the agency's mission requirements and identify resources necessary to operate those fleets effectively and efficiently; an annual VAM should be conducted by FMs. This methodology will also help identify unnecessary or non-essential NTVs to possibly eliminate from an agency's fleet inventory, and promote the cost-effectiveness of maintaining the fleet throughout the lifecycle. The expected outcome of the VAM is a federal fleet that is comprised of smaller, more efficient, less greenhouse gas emitting NTVs that operate primarily on alternative fuels.

b. Utilization guidelines apply to all NTVs.

c. NTV utilization guidelines will be reviewed at least annually to ensure that effective asset employment is being achieved.

d. NTV utilization criteria to justify mission-essential NTVs must be specific, objective thresholds that lead to the most efficient NTV meeting mission needs. (See Appendix 1 of this enclosure for command and control NTV authorization.) Annual utilization guidelines established in part 101–39.301 of the Federal Property Management Regulation (Reference (r)) are outlined in Table 1.

Table 1. Annual Minimum Utilization Guidelines

NTV Classification	Pounds GVWR*	Fuel Type	Mileage
Sedan	N/A	All	12,000
Sedan, Modified	N/A	All	12,000
Station Wagon	N/A	All	12,000
Bus, Body on Chassis, to 37 passengers	N/A	All	9,000
Bus, Body on Chassis, more than 37 passengers	N/A	All	15,000
Bus, Integral	N/A	All	25,000
Truck, 1/4 - 3/4 Ton	Under 7,000	All	10,000
Truck and Truck Tractor, 1 - 2 Ton	7,000 thru 18,999	All	7,500
Truck and Truck Tractor, 2.5 - 4 Ton	19,000 thru 23,999	All	7,500
Truck and Truck Tractor, 5 - 10 Ton	24,000 thru 39,999	All	7,500
Truck and Truck Tractor, 11 Ton	40,000 and up	All	10,000
Motorcycle	N/A	All	3,000
Scooter, 3- or 4-Wheel	N/A	Gasoline	2,400
*GVWR - gross vehicle weight rating			

e. There will be cases where the mileage achieved on a particular asset does not meet the established annual utilization guidelines. FMs should include an annual review of exception NTVs that deviate significantly from annual utilization guidelines. Rotation, or mission reassignment, should be considered for any NTV not achieving or greatly exceeding the guidelines.

f. Other annual utilization guidelines, such as number of passengers, tonnage carried, and hours used, should be established if mileage is not an accurate measurement of the need for a particular NTV. In all cases, a document will be kept on file to reflect the specific utilization criteria that have been established for each NTV. Agencies should consider, but are not limited to, these criteria:

(1) Mission.

(2) Historical or expected miles of use per NTV.

(3) Historical or expected hours of use per NTV.

(4) Ratio of employees to NTVs.

(5) Frequency of trips per NTV.

(6) NTV function.

(7) Operating terrain.

(8) Climate.

(9) NTV condition, age, and retention cycle.

(10) NTV down time.

(11) Needed cargo or passenger capacity.

(12) Required employee response times.

(13) Greenhouse gas emission level of the NTV.

g. The FM must keep a U.S. Government-owned NTV for at least the years or miles shown in Table 2, unless it is no longer needed and declared excess.

Table 2. Minimum Replacement Standards

NTV Type	NTV Subtype	Years	Miles
Sedans/Station Wagons	N/A	3	60,000
Ambulances	N/A	7	60,000
Bus	Intercity	N/A	280,000
Bus	City	N/A	150,000
Bus	School	N/A	80,000
Truck	Less than 12,500 pounds GVWR	6	50,000
Truck	12,500–23,999 pounds GVWR	7	60,000
Truck	24,000 pounds GVWR and over	9	80,000
Truck	4- or 6-wheel drive NTVs	6	40,000

h. During any process to establish or to review a standard, a thorough analysis with the utilization guidelines must occur. In conducting analysis, consider whether:

(1) The data being used to establish or evaluate the guidelines is valid. The data should properly reflect the operational environment, workload fluctuations, and fuel conservation programs.

(2) All alternative transportation methods have been sufficiently considered.

(3) The NTV requirements for which the guidelines are being evaluated can be consolidated with other established dispatches to provide the necessary service.

(4) Local management actions have been taken to meet the established guidelines.

(5) The local management should be intensified or if the guidelines must be revised to accurately reflect the mission being supported.

6. ACQUISITION

a. The acquisition of NTVs should be from the most cost-effective source, which may be by purchase, lease, or by other method less costly to the U.S. Government as validated by a cost-comparison. In accordance with section 101-26.501 of Reference (r), GSA is the mandatory source for the purchase of NTVs for DoD users. For NTVs purchased for overseas use, GSA is not a mandatory source. All NTV acquisitions will be conducted in a manner consistent with References (f) through (i), (ao), and other applicable laws and Executive orders unless specifically exempted. See guidance for conducting cost-comparison studies in Appendix 2 of this enclosure.

b. All NTVs acquired within the DoD will be limited to the minimum body size and maximum fuel efficiency, to meet the agency's mission. Additionally, in accordance with section 13201 et seq. of Title 42, United States Code (U.S.C.), also known as the "Energy Policy Act of 1992" (Reference (s)), 75 percent of light duty NTVs leased or purchased before December 31, 2015, will be AFVs and all new light duty NTVs leased or purchased after December 31, 2015, will be AFVs.

c. The size of NTVs authorized for use for law enforcement will be the configured and sized with the equipment modifications necessary to meet mission requirements.

d. When purchasing new NTVs, DoD Components should carefully review the requirements for maintenance manuals and purchase only the minimum to meet their needs. Maximum use should be made of electronic media of the manuals instead of printed copies.

e. The acquisition of passenger sedans, station wagons, mini-vans and sport utility NTVs by purchase, lease, or other means will be limited to those designated as Class I, II, and III by GSA and this manual as described in paragraph 4c of this enclosure, except when such NTVs are essential to the agency's mission. Class V limousines may not be acquired at any time.

f. The purchase of passenger-carrying NTVs (e.g., sedans, station wagons, sport utility NTVs; passenger vans, ambulances, and buses) for use by the Federal Government is controlled by law. Annually, Congress specifically authorizes the purchase of passenger-carrying NTVs.

g. In accordance with part 101-26.501 of Reference (r), the DoD will submit to GSA its orders for purchase in the United States for all non-specialized NTVs including, but not limited to, commercial-type passenger NTVs, including buses, trucks, and truck tractors. Defense Logistics Agency is the preferred source for heavy equipment.

h. GSA may grant the ordering activity authority for local purchase when it determines that procurement of an individual agency requirement by GSA would offer no advantage over local purchase of the item. When such a determination is made, the order will be returned to the ordering agency with written authority for local purchase.

i. The administrator of GSA will determine annually what systems and equipment are customary for standard passenger-carrying NTVs, the price for which is considered not to be included in the statutory price limitations. Law enforcement NTVs are exempt from cost limitations.

j. The DoD Components may lease NTVs from commercial sources when one or more of these conditions exist:

(1) The lease will provide a cost benefit to the U.S. Government.

(2) Unforeseen, peak load, or emergency requirements arise that must be satisfied before NTVs can be obtained through either the GSA fleet or purchase.

(3) Host-nation laws or status of forces agreements prevent the use of U.S. Government-owned NTVs.

(4) NTVs are not immediately available from the GSA fleet.

(5) Mission requires diverse make, model, and style not available from GSA Fleet.

k. Short-term leases for NTVs must be terms less than 120 days.

(1) The DoD Components may lease NTVs for periods not exceeding 120 consecutive days without regard to established allowances to satisfy temporary peak loads, unusual requirements, or emergencies.

(2) The class of passenger vehicles leased to support the visit of a DoD official can be the same as that normally authorized to that official. The class of passenger vehicles leased in support of non-DoD officials, including those from foreign countries, will be the same as that normally authorized to a DoD official of comparable rank.

l. Long-term leases for NTVs of terms exceeding 121 consecutive days, will be subject to these approval requirements:

(1) For NTVs outside the United States, earlier approval to lease commercially will be obtained from the DoD Component head concerned, or designee.

(2) Requests for approval of commercial leases will follow guidance in conducting a cost-comparison.

(3) Leased NTVs will be operated under the same manner prescribed for DoD-owned NTVs unless otherwise specified in the contract.

(4) NTVs obtained from the GSA fleet will not be considered under a commercial lease.

m. Telecommunications equipment, or government-owned or -leased telecommunication equipment may be installed as specified in the contract, on NTVs.

Appendixes

1. Checklist for Authorizing Command and Control NTVs
2. Guidance for Conducting Cost-Comparison Study

APPENDIX 1 TO ENCLOSURE 4

CHECKLIST FOR AUTHORIZING COMMAND AND CONTROL NTVs

1. COMMAND AND CONTROL NTVS. Radio telecommunications-equipped, emergency configured NTVs may be provided on a 24-hour-a-day basis to commanders who are charged by the DoD Component head concerned or the Chairman of the Joint Chiefs of Staff with the overall responsibility for security or operational function of an installation or major military organization.

a. The NTV is provided for commanders who cannot adequately discharge this responsibility without a 24-hour mobility and communication capability.

b. Such use must be individually approved by the Chairman of the Joint Chiefs of Staff, the DoD Component head, his or her designee, or Combatant Commanders, and must comply with the criteria in the checklist in section 3 of this appendix.

2. APPROVAL AUTHORITY. This authority cannot be delegated lower than 2 star flag officer or equivalent. The delegation must be in writing. In case of leave or extended absence from the duty station, the commander will pass the specially equipped NTV to the individual assuming the responsibility. Authorization of a command and control NTV does not include authorization for DTD. See Enclosure 5 of this manual for procedures to obtain DTD authorization.

3. CHECKLIST. Each of the questions cited in this section should be answered in the affirmative before a command and control NTV is authorized:

a. Does the commander have sole operational responsibility for a flying, combat, combat support, installation security, wartime, or contingency mission?

b. With the possible exception of the installation commander, is the requesting commander the only person in the vertical chain of command designated to require a command and control NTV?

c. Is an acting commander specifically required and designated when the commander is absent from duty?

d. Would the command and control NTV be transferred to the acting commander in these instances?

e. In cases where a duty office or command post has been established to handle emergency response actions, is there any reason why that duty office or command post cannot manage an emergency until the commander arrives by privately owned conveyance?

f. Can it be substantiated that the commander cannot adequately discharge duties outside of normal duty hours with a privately owned NTV and a non-tactical portable communication device instead of a radio-equipped, emergency-configured NTV?

APPENDIX 2 TO ENCLOSURE 4

GUIDANCE FOR CONDUCTING COST-COMPARISON STUDY

1. GENERAL

a. This appendix provides guidance for conducting the cost comparison study required by Enclosure 4 of this manual.

b. Provisions of NTV leases vary depending on whether an NTV is leased from the GSA or a commercial leasing firm, and on the types of NTVs being leased. For this reason, the cost comparison should compare the cost of acquiring, operating, and maintaining a DoD Component-owned NTV, a GSA-leased NTV, and an NTV leased from a commercial source. Procedures for determining aggregate monthly costs for each of these three methods of NTV support are outlined in section 2 of this appendix.

2. DOD COMPONENT-OWNED NTV. The cost associated with this method of NTV support includes these cost elements:

a. Acquisition cost expressed by a monthly amortization factor. This factor can be determined by subtracting the residual value of the NTV at the end of its economic life from its acquisition price and dividing the remainder by the number of months in its economic life.

(1) GSA has developed standard amortization factors for different types of NTVs that can be used for this cost element.

(2) Information on these factors can be obtained from the GSA Fleet Management Center that services the installation or from:

General Services Administration
Office of Government Wide Policy
Federal Motor Vehicle Policy Division
1800 F Street, N.W., Room G241
Washington, DC 20405

b. Direct and indirect costs associated with the operation and maintenance of the NTV. Included are fuel costs, cost for repair parts, commercial repairs, supplies, and labor used in maintaining and or repairing an NTV, and indirect overhead costs associated with NTV support.

(1) Historical records, including Standard Form (SF) 82, “Agency Report of Motor Vehicle Data,” report data, should be used to identify these costs.

(2) These costs should be prorated on a monthly basis.

(3) If the indirect overhead costs cannot be accurately identified, a factor of one-half of the factor used by GSA per NTV per month can be used to estimate these indirect costs. The total GSA factor should not be used since some overhead costs will continue to exist for the DoD Component even if leasing is pursued. See Reference (q) for further guidance.

ENCLOSURE 5

USE OF DOD NTVs

1. USE OF NTVS

a. Official Use of NTVs. The use of all DoD NTVs, including those leased using DoD funds, or from other U.S. Government agencies or commercial sources, will be restricted to official purposes only. DoD will ensure that U.S. Government carriers are used for official purposes only; e.g., to perform the mission of the DoD Components as authorized by the DoD Components, in accordance with parts 102-34.220-260 of Reference (k). When questions arise about the official use of an NTV, they will be resolved in favor of strict compliance with statutory provisions and this manual.

(1) The determination as to whether a particular use is for official purposes is a matter of administrative discretion to be exercised within applicable law and regulations. In making such a determination, consideration will be given to all pertinent factors, including whether the transportation is:

(a) Essential to the successful completion of a DoD function, activity, or operation.

(b) Consistent with the purpose for which the NTV was acquired.

(2) DoD NTVs will not be authorized for transporting DoD or other personnel over all or any part of the route between their domiciles and places of employment except as authorized in this manual.

(3) Unless specifically authorized in this manual, transportation to, from, or between locations will not be provided by the DoD for the purpose of conducting personal business or engaging in other activities of a personal nature by military or civilian personnel, members of their families, or others.

(4) Official non-DoD visitors invited to participate in DoD activities may be provided fare-free transportation between commercial transportation terminals or residence and visitation point.

(5) 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 these conditions is met:

(a) Used by individuals authorized transportation between domiciles and places of employment.

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

(c) The terminals are located in areas where other methods of transportation cannot meet mission requirements in a responsive manner.

(6) When it is determined that the NTV transportation is required, these 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 specially scheduled leased or owned bus service.

(c) Van pools.

(d) DoD NTV centrally dispatched "taxicab" operation.

(e) DoD NTVs individually dispatched to licensed Service members or federal employees.

(f) Spouses and dependents are not permitted to operate the NTVs unless they are a licensed Service member, federal employee, or authorized contractor hired to drive DoD administrative NTVs.

(7) Use of NTVs while on Temporary Duty (TDY).

(a) Transportation may be provided between lodgings and duty stations for personnel on TDY when public or commercial services are inadequate or nonexistent. The TDY status of an individual does not necessarily justify the use of a DoD NTV. Use of DoD NTVs will always be predicated on need, distance involved, and other conditions that justify their use. When an adequate DoD, public, or commercial transportation system is available, the use of any individual NTV or commercial rental car is prohibited.

(b) When a DoD-owned or -controlled NTV is authorized for use while on TDY, the NTV will be operated between places where the person's presence is required for official business or between such places and temporary lodgings. When public transportation is not available or its use is impractical, the use of DoD-owned or-controlled NTVs is authorized between places of business, lodging, eating establishments, places of worship, and similar places required for the comfort or health and welfare of the member.

(c) Guidance on the use of rental NTVs in conjunction with official travel that fosters the continued efficient performance of U.S. Government business is contained in the Joint Travel Regulations (Reference (t)). These regulations contain guidance on the use of rental NTVs in conjunction with official travel.

1. Personnel may use an NTV when proceeding on TDY directly from their domicile when the head of the installation or activity determines that it would be impractical or

more costly to have the DoD member obtain the NTV from the normal duty station before leaving on the directed TDY.

2. In the NCR, Reference (t) takes precedence. Public and commercial transportation to commercial terminals in the NCR is considered adequate for all but emergency situations, security requirements, and other unusual circumstances.

(8) Use of NTVs for Operational and Military Community Support.

(a) Transportation support of groups may be provided for authorized activities such as installation-sponsored athletic teams, military community activities, and chaplain's programs when the installation commander determines that failure to provide such service would have an adverse effect on morale.

(b) Transportation may be provided for military and civilian personnel officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities. Attendance at such activities does not equate to official participation.

(c) Individuals may be transported with a U.S. Government employee in a DoD NTV only when:

1. Accompanying the sponsoring Service member or civilian employee in the NTV, under authorized use to accomplish official business, and there is available space. Such transportation may be provided only at no additional government cost. The size of the NTV authorized must be no larger than that required for the performance of the official business.

2. Accompanied by a Service member or civilian employee other than the sponsor, when traveling to an official function only when:

a. The military or civilian sponsor and that individual will participate in an official capacity in that function.

b. The NTV already has been authorized to accomplish official business.

c. There is space available and transportation can be provided at negligible additional cost to the U.S. Government.

d. There is no deviation from the route that the NTV will take for the official business, and the size of the NTV authorized must be no larger than required. Deviations or exceptions to these conditions are not authorized.

3. Proceeding independently to or from an official function when the presence at the function is in the best interest of the U.S. Government and circumstances have made it impractical or impossible for the official to accompany the dependent en route. However, this authority applies only to the dependent of an employee who is authorized to receive DTD transportation, or such transportation is required for reasons of security.

(d) Staff members of Categories A, B, and C (as described in Table 3) and military community activities engaged in direct administrative support of those activities, may be provided transportation services. The sole act of attendance at these activities does not equate to direct administrative support.

(e) Testimonials, tributes, or honors to individuals are not generally of common interest or benefit to the community at large.

Table 3. NTV Activity Categories

Category A Mission-Sustaining Activities	Category B Community Support Activities	Category C Business Activities
• Military Services professional entertainment programs overseas • Common support services • Gymnasium • Physical fitness • Aquatic training • Libraries • Parks and picnic areas • Recreation centers • Rooms • Shipboard • Isolated • Deployed • Free admission motion pictures • Sports • Athletic (self-directed, unit-level, intramural) • Unit-level programs activities • Official DoD functions and ceremonies • Temporary lodging facility (in support of official travel)	• Arts and crafts skill development • Automotive crafts skill development • Child Development Centers • Entertainment (music and theater) • Outdoor recreation • Recreational swimming pools • Sports programs (above the intramural level) • Youth activities • Stars and Stripes • Bowling centers (12 lanes or fewer) • Joint Service Facility • Marinas without resale or private boat berthing • Military open messes • Clubs • Recreation equipment checkout • Recreational information, tickets, and tours services • Temporary Lodging Facility	• Aero clubs • Amusement machine locations and centers • Animal care funds • Armed Forces Recreation Centers (accommodation, dining, and resale facilities) • Audio • Photo and other resale activities • Bingo • Bowling centers (over 12 lanes) • Cottages • Cabins • Recreational guest houses • Catering • Civilian dining, vending, and other resale activities and services • Golf courses • Marinas and boating activities with resale or private boat berthing • Motion pictures (paid admission functions) • Motorcycle clubs • Package stores • Parachute/Sky diving clubs • Rod and gun clubs • Skating rinks • Skeet/Trap ranges • Snack bars • Soda fountain • Stables • Supplemental Mission Funds (e.g., in-flight services/military museums) • Unofficial commercial travel services

(e) Transportation may be provided to support DoD family advocacy programs in accordance with guidance issued by the DoD Components in the case of dependent neglect or abuse.

(f) Prospective military recruits may be provided transportation in connection with interviewing, processing, and orientation.

(g) Transportation by a DoD NTV will not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.

(h) Use of DoD-owned or -controlled NTVs to support the immediate family of the sponsor in the case of the sponsor's combat-related death may be authorized at the discretion of the DoD Component.

b. Incidental Use of NTVs. Each DoD Component head, or designee, may prescribe by rule appropriate conditions for the incidental use for other than "official" business of U.S. Government-owned or -leased NTVs , pursuant to section 1344 of Title 31, U.S.C. (Reference (u)). The use of U.S. Government-owned or -leased NTVs by DoD employees to obtain a commercial driver's license that is required for employment is authorized.

c. NTV Operator Responsibility. In operating any DoD NTV, operators will:

(1) Operate DoD NTVs for official use only.

(2) Comply with this manual and any other applicable regulations including federal, State, and local laws pertaining to the proper, safe, and efficient operation of DoD NTVs. (See Enclosure 5, Appendix 2 to this enclosure, and Reference (k) for guidance.)

(3) Report traffic violations, accidents, or damage occurring while having custody of or when operating a DoD NTV. (See Appendix 2 to this enclosure and Reference (d) for guidance.)

(4) Perform operator maintenance and submit documents incident to NTV operation as required by the NTV issuing authority in accordance with Appendix 4 to this enclosure.

(5) Report suspension or revocation of the State NTV operator license as required by the NTV issuing authority. (See Appendix 1 to this enclosure for guidance.)

(6) Report any change in personal physical condition that may adversely affect the ability to operate a DoD NTV.

(7) Utilize self-service pumps and service stations that accept the DoD fleet card; the lowest octane fuel available consistent with NTV manufacturer's recommendations; and appropriate alternative fuels in alternative fuel or dual-fuel NTVs to the maximum extent practicable.

(8) Only use hands-free wireless phones or communications devices while operating a DoD owned or leased NTV.

(9) Not consume food while operating a DoD owned or leased NTV.

(10) Not consume alcohol or use tobacco products in a DoD owned or leased NTV.

d. NTV Support for Military Community Activities. This service is full support of Category A and B non-appropriated fund activities in, and support of Category C non-appropriated fund activities limited to the performance of executive control and essential command supervision identified in DoDI 1015.15 (Reference (v)). See Table 3 for a list of the categories. No NTV will be acquired through purchase or lease with appropriated funds that was justified either partially or wholly for transportation support of military community activities.

e. Use of DoD NTVs by Other Federal Agencies

(1) DoD NTVs may be furnished for short periods of time for or by other federal agencies when the DoD mission will not be impaired and the reason is one of the following:

(a) An emergency, lifesaving situation.

(b) Specifically authorized by statute.

(c) Direct support of the defense mission.

(d) Determined by the head of an agency, or designee. In this case, the determination must include a statement that commercial transportation is not capable of satisfying the transportation requirement.

(2) In the instances listed in paragraph 1e(1)(a) - (d) of this enclosure, reimbursement will be computed to recover the total cost incurred by the DoD Component, in accordance with Reference (g).

(3) Arrangements for providing DoD NTVs to other U.S. Government agencies or other DoD Components will be made according to applicable instructions issued by the DoD Component.

2. TRANSPORTATION BETWEEN DOMICILE OR RESIDENCE AND PLACE OF EMPLOYMENT – DTD

a. General

(1) Transport of individuals in DoD NTVs from their domicile to place of employment or home-to-work, commonly known in DoD as DTD, is not transportation for official purposes except as specifically provided under subsections 1344 (a)(2) and (b) of Reference (u). Unless

DTD approval is granted, U.S Government NTVs will not be parked or garaged at a domicile for other than official business.

(2) In areas outside of the United States, Combatant Commanders may, in accordance with section 2637 of Title 10, U.S.C. (Reference (w)), provide U.S. Government transportation for certain individuals when it is determined that public or private transportation is unsafe or unavailable.

b. Congressional Notification Guidance

(1) Section 1344(d)(4) of Reference (u) specifies those DTD authorizations that must be reported to Congress. Such notification of each designation or determination made for DTD transportation will be transmitted promptly to the Committee on Government Operations of the House of Representatives and the Committee on Government Affairs of the Senate.

(2) There is no requirement for reports to Congress for DTD transportation provided in accordance with the provisions of 1344(a)(2)(B) of Reference (u).

(3) Initial determinations must be reported to Congress no later than 60 calendar days after approval. Subsequent determinations may be consolidated and reported to Congress quarterly. Provide the reports to:

Chairman, Committee on Homeland Security
and Governmental Affairs
United States Senate
Washington, D.C. 20510

Chairman, Committee on Oversight
and Government Reform
U.S. House of Representatives
Washington, D.C. 20515

(4) A copy of each notification letter to Congress will be sent to:

Deputy Assistant Secretary of Defense
for Logistics
4800 Mark Center Drive
Room 14G07-01, East Tower
Alexandria, VA 22350-3607

c. Approval Authority Guidance

(1) Subsection 1344(b) of Reference (u), as amended, authorizes DTD transportation on an exception basis for individuals filling certain positions. These particular exceptions are separate from the inherent exception in section 1344(a)(2)(B) of Reference (u) related to the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal

law enforcement duties. DTD transportation for these individuals is considered an employer-provided fringe benefit and taxable income in accordance with sections 61 and 132 of Title 26, U.S.C. (Reference (x)); such persons will receive guidance on their tax liability in accordance with Appendix 5 of this enclosure.

(2) The comfort and convenience of an official will not be considered justification for the approval of DTD transportation.

(3) DTD transportation will only be authorized within the usual commuting area for the locale of the official's place of employment. Personnel authorized DTD transportation may elect to share space in a U.S. Government passenger carrier with other individuals on a space-available basis provided that the passenger carrier does not travel additional distances as a result.

(4) DTD transportation will only be authorized when such transportation substantially increases the efficiency and economy of the DoD. Unauthorized or willful misuse of a DoD NTV will be cause for disciplinary action as described in section 7 of this enclosure.

(5) DTD is authorized by section 1344(a)(2) and 1344(b) of Reference (u), regardless of location, when necessary for the performance of intelligence, counterintelligence, protective services, law enforcement duties and field work, or when compelling operational considerations, an emergency, or a clear and present danger makes such transportation essential. DTD transportation in any of these circumstances **must** be approved by the Secretary of Defense or the Secretary of a Military Department. Requests from OSD organizations and Defense Agencies for DTD transportation authorized by section 1344 of Reference (u) will be forwarded to the Deputy Assistant Secretary of Defense for Logistics at a minimum of 45 calendar days before the expiration date of the current authorization or the required effective date of the new authorization. Requests from Military Departments will be forwarded through proper channels to the appropriate Secretary of the Military Department, as necessary. DTD will be approved only under these conditions:

(a) DTD is considered essential in response to highly unusual circumstances that present a clear and present danger, and public or private transportation cannot be used. In this case the use of a U.S. Government passenger carrier would provide protection not otherwise available. Transportation provided under this authority is considered a taxable employer-provided fringe benefit.

(b) An emergency (see Glossary) exists.

(c) Other compelling operational considerations apply to those circumstances where DTD transportation is essential for the conduct of official business. Transportation provided under this authority is considered a taxable employer-provided fringe benefit.

(d) Considered essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties.

(e) Required for those individuals who perform field work; i.e., work performed by an employee whose position requires the employee's presence at various locations that are a significant distance from the person's place of employment, such as itinerant-type travel involving multiple stops within the accepted local commuting area, or at a remote location that is accessible only by U.S. Government-provided transportation. The field work authorization may not be used under these conditions:

1. The individual's workday begins at an official work location.

2. The individual normally commutes to a fixed location, however far removed from the official duty station.

(f) OSD organizations' and Defense Agencies' requests must be submitted in writing or electronically to the Deputy Assistant Secretary of Defense for Logistics in accordance with paragraph 2c of this enclosure. Service requests will be transmitted through normal channels to the appropriate Secretary of the Military Department. At a minimum, the requests will contain:

1. A compelling operational narrative description of the type of work being performed in accordance with paragraphs 2c(5)(a) through (e) of this enclosure.

2. A comprehensive description of the requestors DTD internal and or external DTD controls.

3. Information as applicable in accordance with the guidance in paragraph 2c of this enclosure.

(g) In accordance with section 2637 of Reference (w), on a non-delegable basis, the Combatant Commander is the approval authority for transportation within their area of responsibility outside the continental United States (OCONUS) when they determine that public or private transportation is unsafe or unavailable (e.g., terrorist activity, strikes, natural disasters). DTD-like transportation and incidental use for unofficial purposes in these cases can be provided to Service members and federal civilian employees in the Combatant Commander's area of operation and their dependents. All requests should be transmitted directly to the appropriate Combatant Commander for approval or disapproval. This authorization will be on a case-by-case basis. These requirements pertain to transportation authorized pursuant to section 2637 of Reference (w):

1. The initial transportation authorization may not exceed 1 year.

2. The Combatant Commander periodically, at least every 6 months, will conduct an assessment to determine if the circumstances requiring such transportation continue.

3. If the conditions for the transportation authorization remain, the Combatant Commander may extend the authorization for NTV use for an additional specified time period not to exceed 1 year.

4. All approvals and the reason for those approvals will be in writing and will contain: name, reason, and anticipated duration.

5. The requesting activity is responsible for all funding requirements.

6. The approving Combatant Commander will ensure that records are maintained on the transportation provided in accordance with the National Archives and Records Administration approved records retention schedule.

7. Under this determination, no report to Congress is required.

8. All personally identifiable information will be collected, maintained, disseminated, and used in accordance with DoDI 5400.11 (Reference (y))

d. Authorization Request Guidance

(1) DTD transportation is authorized in situations involving highly unusual circumstances (e.g., a clear and present danger, an emergency, other compelling operational considerations), according to 1344(b)(9) of Reference (u).

(2) All requests for DTD must be auditable. They will be in electronic or written format.

(3) The request for DTD will be submitted through the appropriate military channels. DTD transportation requests emanating from the Joint Staff and the Defense Agencies will be forwarded through established OSD channels.

(4) The Secretary of Defense and Secretaries of the Military Departments on a non-delegable basis may approve a written determination containing:

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

(b) The reason for the determination.

(c) The anticipated duration of the authorization.

(5) The initial duration of a determination will not exceed 15 consecutive days. Should the circumstances continue, the agency head may approve a subsequent determination of not more than 90 additional consecutive days. If at the end of the subsequent determination, the circumstances continue to exist, the agency head may authorize an additional extension of 90 consecutive days. This process may continue as long as required by the circumstances.

(6) For DTD transportation involving "field work" (as defined in Reference (u)):

(a) The Secretary of Defense or the Secretary of a Military Department may approve, in writing, those positions authorized for field work. These authorizations may cover periods of up to 2 years from the date of approval. Some examples of field work include:

1. Medical officers performing outient medical service away from a hospital.

2. Military recruiters who proceed directly from their domiciles to conduct official recruiting matters, when it is determined to be infeasible or impractical for the recruiter to first proceed to an office location where the U.S. Government NTV is normally garaged.

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

(b) The field work determination should contain sufficient information as outlined in paragraph 2c of this enclosure, such as the position title, number of employees, and operational level where the work is to be performed to satisfy an audit, if necessary. Additionally, logs must be maintained in accordance with the National Archives and Records Administration approved records retention schedule.

(c) The assignment of an individual to such a position does not, in and 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.

(d) All field work determinations will be updated and approved biennially by the DoD Component head.

(e) The use of DTD transportation for field work should be authorized only to the extent that such transportation will substantially increase the efficiency and economy of the DoD.

(7) As discussed in paragraph 2c(5) of this enclosure, the Secretary of Defense or the Secretary of a Military Department may authorize DTD transportation for the performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties. In these cases, justification for DTD transportation must be considered essential for the safe and efficient conduct of such missions. DTD justification will be submitted to the appropriate Secretary of the Military Department.

(a) All DTD determinations made under this authority will be updated and approved annually by the Secretary of the Military Department concerned.

(b) When authorized, such transportation will be provided only on days when the individual actually performs intelligence, counterintelligence, protective services, or criminal law enforcement duties.

(c) All DTD transportation authorizations must be approved in writing by the appropriate Secretary of the Military Department.

(d) Each DoD Component will maintain a central record system of those positions or persons for whom DTD transportation is authorized and maintain records in accordance with the

National Archives and Records Administration approved records retention schedule. In addition, each approving authority will establish a procedure to review, on or before the expiration date, the continued need for these DTD authorizations.

(8) Ensure all personally identifiable information is collected, maintained, disseminated, and used in accordance with Reference (y).

e. Logs

(1) Logs or other records according to subsection 1344(f) of Reference (u) will be maintained locally for a period to conform with the DoD Component records disposition schedules. The logs or records must contain:

(a) Name and title of employee (or other identification, if confidential) using the passenger carrier.

(b) Name and title of person authorizing use.

(c) Passenger carrier identification.

(d) Date(s) DTD transportation is authorized.

(e) Location of DoD NTV at residence.

(f) Duration.

(g) Circumstances requiring DTD transportation.

(2) The requirement to maintain logs for DTD transportation applies equally to all categories of DoD NTV assignments.

(3) DoD Components will consolidate DTD authorizations when updated and submit an electronic or written cumulative copy to the Office of the Deputy Assistant Secretary of Defense for Logistics, at the address listed in paragraph 2b(4) of this enclosure, to facilitate DTD policy analysis and review.

(4) All personally identifiable information will be collected, maintained, disseminated, and used in accordance with Reference (y).

f. Internal Controls

(1) All DoD Components executing DTD authorizations under their jurisdiction will develop sufficient DTD internal controls to ensure strict compliance with the provisions of existing laws, DoD issuances, GSA Bulletin FMR B-35 (Reference (z)), and this enclosure regulating DTD.

(2) DTD internal control programs must contain, at a minimum:

(a) Recurring and new user training on DTD limitations.

(b) Instruction on the proper use of DoD NTVs.

(c) Annual audits of logs and driver qualifications.

(d) Annual review of circumstances requiring DTD authorization.

(e) Information on DoD NTV conservation and accident prevention initiatives.

(f) Internal control programs will be annually certified by the organization, agency, Secretary of the Military Department or Combatant Commander.

(3) See Reference (z) for suggested policies or practices to support requirements of paragraph 2e(2) of this enclosure.

g. Tax Guidance. In general, non-official or personal use of an NTV, including DTD is a taxable fringe benefit with very limited exceptions. For additional guidance, see Appendix 5.

3. INTER-SERVICE SUPPORT

a. General

(1) DoD policy concerning inter-Service support is provided in Reference (j). When a cost savings can be realized and there is no impairment to military operational effectiveness, the DoD Components will arrange inter-Service use of NTVs.

(2) In host-tenant agreements, short-term use of NTVs between the host and tenant is encouraged, provided this support would not impair the mission of either party.

(3) The Director, Washington Headquarters Services, will be responsible for coordinating and approving such DoD-scheduled bus service in the NCR in accordance with Reference (p).

(4) Analysis of DoD-scheduled bus service will include consideration of operation by the DoD or by commercial sources in accordance with DoD 4165.66-M (Reference (aa)).

(5) In the NCR, Director, Washington Headquarters Services, will follow provisions consistent with References (e) through (j), (ao), and other applicable laws and Executive orders unless specifically exempted with regard to AFVs and fueling infrastructure.

(6) Inter-Service NTV support on joint bases will be administered in accordance with the guidelines in Reference (n).

b. Procedures

(1) Arrangements for inter-Service NTV support provides that:

(a) The DoD Component furnishing the NTV will assume no liability for personal injury or property damage caused by the NTV when in the custody of the using DoD Component.

(b) The using DoD Component will report accidents in accordance with the procedures in this enclosure and Appendix 2 to this enclosure.

(2) The using DoD Components will:

(a) Assume the cost for pickup and return of the NTV.

(b) Assume responsibility for proper operation, maintenance, and use while the NTV is in their custody.

(c) Take administrative action, as appropriate, in connection with damage or theft of NTVs in their custody.

(d) In those instances where GSA-leased equipment is provided, assume liability for all associated lease costs, including vehicular damages.

4. CONTRACTOR OPERATED NTVS

a. General

(1) Contractors will ordinarily furnish NTVs needed in performing government contracts. NTVs may be provided to DoD contractors in accordance with Defense Federal Acquisition Regulation System Procedures, Guidance and Information, Part 245 (Reference (ab)).

(a) The number of NTVs required for use by contractor personnel is predictable and expected to remain fairly constant.

(b) The proposed contractor will bear the entire cost of the NTV program.

(c) The NTVs will not be used on any contract other than for which the NTVs were provided, unless approved by the appropriate DoD Component or agency official.

(d) Prospective contractors do not have or would not be expected to have an existing and continuing capability for providing the NTVs from their own resources.

(e) Substantial savings are expected.

(2) DoD Components that provide contractors with U.S. Government-owned-or -leased NTVs are responsible for ensuring that such NTVs are used only for the performance of the contract. Contractors are prohibited from using such NTVs for DTD transportation consistent with Reference (u).

(3) DoD contractors may be authorized to obtain GSA fleet NTVs or related services for use in performance of any contract provided the contractor abides by Component leasing instructions.

b. Procedures

(1) The contracting officer may authorize a cost-reimbursement contractor to obtain GSA fleet NTVs and related services if the contracting officer has:

(a) Determined that the authorization will accomplish DoD's contractual objectives and achieve demonstrable economies.

(b) Received evidence that the contractor has obtained NTV liability insurance covering bodily injury and property damage, protecting the contractor and DoD against third-party claims arising from the ownership, maintenance, or use of a GSA fleet NTV.

(c) Arranged for periodic checks to ensure that authorized contractors are using NTVs and related services exclusively under cost-reimbursement contracts.

(d) Confirmed that contractors establish and enforce suitable penalties for their employees for unofficial use of U.S. Government NTVs.

(e) Received a written statement that the contractor will assume, without the right of reimbursement from DoD, the cost or expense of any use of GSA fleet NTVs and services not related to the performance of the contract.

(2) NTVs required for use by contractors in their work on a major DoD project will be included in the contract provisions as contractor-operated requirements to be provided in accordance with Enclosure 4 of this manual and part 51.2 of the Federal Acquisition Regulation (Reference (ao)).

(3) All DoD-furnished, contractor-operated NTVs will count as part of the NTV inventory of the DoD Component concerned.

(4) Procedures for managing the allocation, use, operation, maintenance, and record-keeping of all DoD NTVs are applicable to NTVs furnished to contractors.

(5) For DoD contractor personnel, contracts and agreements will require that operators comply with licensing requirements of country, State, and local NTV laws. DoD contractor

employees will not be issued an Optional Form (OF) 346, "U.S. Government Motor Vehicle Operator's Identification Card," or DoD or Service equivalent. DoD contractor employees assigned to operate either U.S. Government-owned or -leased equipment in performance of their contract will be certified, by the contractor and at the contractor's expense, as being fully qualified to operate the NTVs or other equipment to which they are assigned.

(6) The prime contractor will document all operator qualifications. This documentation will be provided to the administrative contracting officer before any contract employee engages in any mode of equipment operation. The administrative contracting officer will retain this documentation.

5. BUS TRANSPORTATION SERVICES

a. General

(1) Government-provided bus transportation will be categorized as modified shuttle bus service, shuttle bus service, group transportation services or mass transit, emergency bus service, and military community activities. Each DoD Component will establish appropriate controls to ensure that services are provided in accordance with policies contained in this manual.

(2) Application of the various types of available services:

(a) A modified shuttle bus service may be established to meet local DoD requirements. The effective conduct of the affairs of the Military Departments, Defense Agencies, and DoD Field Activities may warrant modified shuttle bus transportation support for military personnel, DoD civilians, and contractors between their office and transit centers pursuant Reference (p). A modified shuttle bus service will be a passenger carrier (e.g., bus, van), which is owned, leased, or contracted by the DoD Components to transport personnel as identified in this paragraph between their place of employment and mass transit facilities.

(b) Shuttle bus service provides 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 requirement for recurring dispatch of Class B NTVs. Shuttle bus services are provided fare-free.

(c) Group transportation service will normally be limited to those situations where there is a need to provide DTD transportation to personnel for different destinations than government installations and sub-installations. These situations are considered necessary for the effective conduct of the affairs of the DoD.

(d) Mass transit service is designed to fulfill requirements beyond the scope of shuttle bus service. Mass transit service may be used to provide other "non-duty" types of transportation within a military installation or between sub-installations on a fare basis.

(e) Emergency bus services may be provided for mission-essential military personnel and civilian employees during public transportation strikes and transportation stoppages on a case-by-case basis.

(f) Bus service in support of DoD-authorized community activity programs, family service center programs, or private organizations may be provided when such transportation can be made available without detriment to the DoD mission on a case-by-case basis. This service is limited to support of Category A, B, and C activities as listed in Table 3.

(3) When more than one of these services (i.e., modified shuttle, shuttle, group, or mass) is deemed appropriate for an installation, their use should be integrated in the overall installation transportation plan and with any commercial service being provided. There should be a clear distinction concerning the purposes of the various types of service.

b. Modified Shuttle Bus Service

(1) The effective conduct of the affairs of the DoD Components may warrant modified shuttle bus transportation support for military personnel and DoD civilians between their offices and mass transit facilities. A modified shuttle bus service under this authority will use a passenger carrier (e.g., bus or van) which is owned, leased, or provided by contract by the DoD Components to transport personnel between their places of employment and mass transit facilities. A modified shuttle bus service may be established to meet local DoD requirements if all of these criteria are met:

(a) There is no regularly scheduled mass transportation service that operates twice a day, five times a week between sending or receiving locations and is licensed and operates in accordance with reasonable maintenance and safety standards.

(b) Other mass transportation providers are unable or have declined to provide adequate transportation facilities or service after a reasonable effort has been made to induce them to do so and coordination has been made with other federal agencies and DoD Components to share and, otherwise avoid duplication of, transportation services provided under this authority.

(c) The service will enhance the rider's quality of life.

(d) NTVs used will have a capacity to carry 12 or more riders, including the driver, and operate at least 50 percent of capacity on a monthly basis. For example, service scheduled for five times a week using a 16 passenger bus would require a minimum monthly ridership of 160 (i.e., 8 passengers X 5 days per week X 4 weeks per month) passengers to justify use.

(e) The installation or place of employment is a significant distance from the mass transit facility.

(2) For the purpose of this determination, an individual will not be considered to be in the "performance of duty" or "acting within the scope of his or her office or employment" by

virtue of the fact that such individual is receiving transportation services under this authorization. Nor will any time during which an individual uses this service be considered when calculating the hours of work or employment for that individual.

(3) The authority to approve the modified shuttle bus service rests with the Secretary of the Military Department concerned, Defense Agency head, or by an officer of the DoD designated by that Secretary.

(4) All the criteria listed in this section for modified shuttle bus service must be met, documented, and retained on file with the approving authority.

(5) This program will receive close scrutiny by inspecting agencies; therefore, approval must strictly comply with these provisions. There will be no additional funds to defray costs of this service. This service must be reviewed locally at least annually to ensure that the schedule is adequate and that the most efficient form of service is provided.

c. Shuttle Bus Service

(1) Shuttle bus service may be provided for, on, or between offices and places of duty for the transportation of:

(a) Military personnel and DoD employees between offices and places of duty on the installations or activity during designated hours when justified by the ridership.

(b) Enlisted personnel traveling between troop billets, places of duty, and dining facilities, if the commander determines that the travel is incident to the performance of duty.

(c) DoD contractor personnel conducting official defense business.

(d) Employees of non-DoD federal agencies on official business on a space-available basis only. Such transportation will only be provided over routes established for primary support of the defense mission.

(e) In isolated sites with limited support facilities where DoD personnel and dependents need additional support (e.g., medical, commissary, and religious) that directly affects health, morale, and welfare of the family, shuttle bus service may be provided.

(2) These instructions apply to establishing and maintaining shuttle bus routes:

(a) Established routes and schedules must be based on a validated need to transport authorized passengers.

(b) The conveyance used must be no larger than the most economical available to accommodate “duty” passengers.

(c) Surveys must be conducted at least annually, in accordance with the procedures in Reference (e), to ensure that the conditions cited remain valid.

(3) Space-available transportation on existing, scheduled shuttle buses may be provided to these categories of passengers:

(a) On- or off-duty military personnel or DoD civilian employees.

(b) Reserve and National Guard members.

(c) Dependents of active duty personnel.

(d) Retirees.

(e) Visitors to the base (intra-installation only).

(f) In overseas areas, volunteers of Type 2 - Affiliated Private Organization, as identified in DoDI 1000.15 (Reference (ac)).

(4) Shuttle bus service may be provided with DoD-owned or contract equipment. Expenses for the operation of such services will be paid from appropriated funds.

(5) The authority to approve the shuttle bus service rests with the Secretary of the Military Department concerned, Defense Agency head, or an officer of the DoD designated by their Secretary.

d. Group Transportation

(1) Section 2632 of Reference (t) provides that whenever the Secretary of a Military Department determines that the effective conduct of the affairs of the DoD requires assured and adequate transportation facilities, he or she may provide transportation service by NTV, following the seating requirements in this enclosure, to and from a place of employment for individuals attached to, or employed in, that department. In each case transportation services are provided, a reasonable fare will be charged. In authorizing the establishment of such systems, the Secretary or designee must include in the request for authorization:

(a) Other transportation facilities are inadequate and cannot be made adequate.

(b) A reasonable effort has been made to induce operators of private companies to provide the necessary transportation and such effort has not been successful.

(c) The services to be furnished will make proper use of transportation facilities and will provide the most efficient transportation to the persons concerned.

(d) Current military strength.

(e) Current civilian strength.

(f) Authorized changes that affect transportation requirements. Show breakout of shifts, if applicable.

(g) Description of existing facilities, including the use of privately owned NTVs, car pools, and group riding arrangements.

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

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

(j) A summary describing the efforts that have been made to make existing public or private facilities adequate or efforts to induce private operators to provide the necessary transportation.

(k) The type of service proposed, plus information concerning all necessary arrangements, such as rentals, charters, rates, schedules, and type source, number, and seating capacity of the equipment to be used. The amount of fare to be charged will be stated and a map or sketch of the area enclosed. If the proposed service is to be operated with U.S. Government-owned equipment, requests must indicate that the local commercial carriers have been contacted, and they have no desire or capacity to provide the service.

(l) A statement as to the estimated cost and availability of appropriated funds to operate the service.

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

(2) Authority to establish group transportation services are hereby delegated to the Defense Agency or Field Activities for those under the Secretary of Defense. The Secretaries of the Military Departments are authorized to delegate the authority to approve the group transportation to the appropriate flag officer commander or equivalent with oversight of the requesting activity.

(3) In exercising the authority to provide group transportation service to and from places of employment, the Secretaries of the Military Departments and heads of Defense Agencies or Field Activities will consider these conditions as a basis for approval of such services:

(a) Where an installation or other DoD activity is located with respect to personal residential areas some form of U.S. Government assistance is necessary to ensure that personnel arrive at their place of duty or employment.

(b) In overseas commands where, due to the absence of adequate public or private transportation, local political situations, security considerations, concerns for personal safety, or

the geographical remoteness of the duty stations, such transportation is considered essential to the effective conduct of the DoD's business.

(4) Operational data and reports on group transportation services will be made according to applicable regulations of the DoD Component concerned.

(5) Approval authorities and commanders who operate and administer group bus service will, before implementing such service, determine that:

(a) Other methods are not adequate and cannot be made adequate.

(b) Contact with private sources to provide the necessary transportation has been unsuccessful.

(c) The service furnished will make the most efficient use of transportation facilities.

(6) Requests to establish group bus travel will include the:

(a) Name of the activity.

(b) Location of the activity.

(c) Mission of the activity.

(7) A reasonable fare will be charged for group transportation. Private and public carrier rates may be used as guidance. All fares and proceeds received from group transportation will be accounted for. These fares will be deposited in the U.S. Treasury as miscellaneous receipts in accordance with the finance regulations of the DoD Component concerned.

(8) Inside the continental United States (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 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.

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

(10) Once implemented, group bus service will be annually reviewed to confirm that the service is needed.

e. Mass Transit Services

(1) The effective conduct of the affairs of the Military Departments and DoD Components may warrant mass transportation support for military personnel, DoD civilians, and

their dependents and contractors who are assigned, employed, or residing at isolated installations. The authority to approve the mass transit service rests with the Secretaries of the Military Departments or Defense Agency head or by an officer designated by their Secretary. The authority to approve mass transportation or to waive the fare rests solely with the first commanding flag officer in the chain of command or the civilian equivalent in the DoD Component. The Secretary of Defense, in accordance with Reference (t), has authorized commanding general or flag officers and Defense Agency heads to establish fare-free bus service if certain specific, objective criteria are met:

(a) There is no regularly scheduled mass transportation that runs twice a day, five times a week between sending or receiving installations that:

1. Picks up and drops off passengers within 1/2 mile of the installations.

2. Provides a pickup from the sending installation by 0800 hours.

3. Provides last departure from the receiving location by 1900.

4. Is licensed and operates in accordance with reasonable maintenance and safety standards.

(b) Other mass transportation providers are unable or have declined to provide adequate transportation facilities or services after a reasonable effort has been made to induce them to do so.

(c) The service will save unproductive person-hours.

(d) The service will enhance the rider's quality of life.

(e) The NTVs used will hold 12 or more riders, including the driver, and operate at 50 percent of capacity on a monthly basis. For example, service scheduled for three times a week using a 16 passenger bus would require a minimum monthly ridership of 96 (i.e., 8 passengers X 3 days per week X 4 weeks per month) passengers to justify use.

(f) The receiving installation is more than 1 mile from the sending installation.

(g) The service to be furnished 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

(h) The fare charged by other mass transportation providers exceeds $1.00 per passenger per round trip.

(i) The sending location does not have adequate medical, dental, commissary, or Base Exchange facilities; the rider's place of work is located on the receiving installation; or the use of privately owned NTVs is restricted in the area served.

(2) Mass transportation service provided under this authority will be for the primary purpose of providing access to life-support facilities for Service members and their dependents. The annual cost of the bus service provided will not exceed the maximum ceiling established by the Secretaries of the Military Departments and Defense Agency heads.

(3) Unless waived, a reasonable fare will be charged for mass transportation provided under this authority. All fares and proceeds must be accounted for and deposited into the U.S. Treasury as miscellaneous receipts in accordance with the finance regulations of the Departments concerned.

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

(b) This fare will be a pro rata share of all costs of providing the mass transportation service, including capital investment, salaries, operations, and maintenance.

(c) If the NTV is used for operational missions and mass transportation, only the cost directly related to mass transportation must be recovered. Since these NTVs are acquired in direct support of the DoD's mission, acquisition costs will not be recovered through the fare system.

(4) Criteria for paragraph 5e(3) for fare-charged and fare-free mass transportation must be met, documented, and retained on file with the approving authority in accordance with the National Archives and Records Administration approved records retention schedule.

(a) Description of the mass transit services.

(b) Synopsis of schedules and routes of the mass transit services.

(c) Factual synopsis to support each of the objective criteria.

(d) Local commander's evaluation or statement that mass transportation support meets the criteria in this enclosure and is still required.

(5) This service will receive close scrutiny by inspecting agencies; therefore, approval must strictly comply with these provisions.

(6) There will be no additional funds to defray costs of this service.

(7) This service must be reviewed locally, at least annually to ensure that the fare schedule is adequate and that the most efficient form of service is provided.

(8) Requests that require an exception to the criteria in this enclosure must be submitted through command channels and approved by either the Secretary of a Military Department or the Secretary of Defense.

f. Emergency Bus Service

(1) Transportation between residence and place of employment may be provided for military personnel and civilian employees during public transportation strikes and transportation stoppages, in compliance with section 2637 to Reference (u), but only to those employees of DoD Components who are actively engaged in projects, or in the support of projects, the delay of which would adversely affect national defense. A fare that recovers the operational costs will be charged for such service and accounted for as outlined in paragraph 5e(3) in this enclosure. Routine work, such as construction, repair, or overhaul of aircraft, ships, or material peculiar to the Military Departments, do not qualify under this policy.

(2) Approval authority for emergency bus service is delegated to the Component and Defense Agency heads. The authority to approve the emergency bus service rests with the Secretaries of the Military Departments or Agency Directors or with an officer of the DoD designated by their Secretary. The Secretaries of the Military Departments are hereby authorized to delegate approval authority to the appropriate flag officer commander with oversight of the requesting element. When transit strikes or other work stoppages are imminent or in progress, heads of installations or activities who determine that transportation between domicile and place of employment is essential will submit this information to the necessary approval authority:

(a) Installation or activity requiring transportation support.

(b) General nature of the transportation requirements, including efforts to induce private facilities to provide the necessary transportation.

(c) Titles of critical projects.

(d) Number of NTVs, by type, required.

(e) Availability of NTVs to satisfy the requirement.

(f) Number of personnel, by project, to be transported.

(g) Proposed fares.

g. Military Community Activities. Bus service in support of DoD-authorized community activity programs, family service center programs, or private organizations may be provided when such transportation can be made available without detriment to the DoD mission. This service is limited to full support of Category A and B activities and support of Category C activities from Table 3 in the performance of executive control and essential command supervision. Such services cannot be provided for DTD transport. Additionally, this service is subject to these restrictions:

(1) Transportation may be provided on a non-reimbursable basis for these categories:

(a) In support of chaplain's programs.

(b) Military community activities functional staffs engaged in routine direct administrative support of Category A, B, and C activities from Table 3.

(c) Teams composed of personnel officially representing the installation in scheduled competitive events.

(d) DoD personnel or dependent spectators attending local events in which a command or installation-sponsored team is participating.

(e) Entertainers, guests, supplies, and or equipment essential to the military community activity programs.

(f) Military community activities-sponsored activities (i.e., Categories A, B, and C), including recreational tours and trips when fees are not levied on the passengers, except fees made to cover the cost of the driver and when approved by the installation commander. Assets may be used in support of military community activities only after mission requirements have been met.

(g) Support may be provided for events of installation-wide or community-wide interest as part of the military community relations program when approved by the Secretaries of the Military Departments or Defense Agency head or by an officer designated by their Secretary. The use of DoD resources or personnel for community relations activities will not interfere with accomplishment of operational missions.

(2) Transportation may be provided for special activities, such as scouting programs and private organizations as outlined in part 102-5 of Reference (t). Such service will be accomplished on a reimbursable basis covering all operations and maintenance costs of providing the service.

6. TRANSPORTATION OF DEPENDENT SCHOOL CHILDREN

a. General. This section addresses providing transportation services in support of the education of dependents of DoD personnel, other children eligible to attend DoD-operated schools, and dependents of DoD personnel residing on military installations within the United States who attend local or nearby public schools. Specific guidance is provided for both the United States and overseas areas.

b. U.S. Activities

(1) Scope. This section governs school transportation services for all DoD 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. It also applies to DoD dependents and other children eligible to attend schools operated by the DoD Education Activity (DoDEA).

(2) Authority

(a) Section 2164 of Reference (w) provides authority and eligibility criteria to extend federal assistance to eligible local education agencies (LEAs) providing educational services for children residing on federal property, including DoD installations.

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

(c) Should LEAs lack the necessary facilities to provide transportation for children residing on DoD installations, the DoD may provide transportation. The cost for such transportation may be reimbursed by the LEA under current Department of Education policies.

(d) Section 2639 of Reference (w) authorizes the use of appropriated funds to provide transportation for minor dependents to and from primary and secondary schools when the schools are not accessible by regular means of transportation.

(3) Procedures

(a) DoD transportation facilities will be used for transportation of dependent school children only as specifically provided in this manual.

(b) Transportation may be provided to:

1. Local public schools when the schools are not accessible or serviced by local school bus transportation.

2. Nearby public schools, other than the local public schools, when:

a. The nearby public school is not accessible.

b. The activity designated by the Under Secretary of Defense for Personnel and Readiness as responsible for overseeing dependent education has determined that local public schools in which the children would normally be enrolled are unable to provide adequately for their education; that attendance at other public schools, including public schools for the students with disabilities, in a nearby education agency district can be arranged; and that transportation is not available.

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

(d) Walking distance for DoD installations.

1. The walking distance for grades 6 and below will not normally exceed 1 mile from their primary residence to the school or designated bus stop. Students in grade 7 and above may walk up to 1 1/2 miles from their primary residence to the school or designated bus stop. This distance may be slightly expanded or contracted to conform to natural boundaries such as a housing area or neighborhood. In locations having middle schools (grades 6, 7, and 8), the criteria of this paragraph will be changed to read grades 5 and below will be required to walk up to 1 mile from their primary residence.

2. The local school superintendent may elect to use local or State guidelines to define walking distances; however, the walking distance for any student cannot extend beyond 1 1/2 miles. DoD will not provide school bus service within the designated walking area to and from the school.

3. See military installation "Child Supervisory Guidelines" for guidance and standards for what ages can walk to or from school unattended.

(e) Coordination and transportation agreements.

1. When more than one DoD installation is involved, coordinate transportation arrangements to minimize required transportation resources.

2. When a DoD Component provides transportation for dependents to a public school, including public schools operated on DoD installations for dependent children, written agreements will be entered into with the LEA. The agreements will determine the services and facilities to be furnished and the arrangements for reimbursement.

3. Reimbursements will be governed by Reference (g).

(f) Commuting area.

1. The school commuting area is defined as a specific geographic area used to determine eligibility for transportation of dependent students to a DoD-operated school. School bus services will be provided to all authorized students residing outside the walking distance and within the designated commuting area according to this manual. A map and or a narrative description will be used to identify the commuting area.

2. The commuting area will be based on the availability of housing within the proximity of the school and will not normally exceed 1 hour in commute time.

3. The school administrators and Housing Referral Office will give the school commuting area widespread publicity. Pertinent information on the area and a copy of the area map should be included in the community "Welcome Packet" and sponsor's information packet. 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 Referral Office so that each sponsor is well informed before looking for housing. The school commuting area and the established school bus routes will also be clearly marked on large-scale wall maps in the Housing Referral Office.

4. Each incoming sponsor will be required to certify in writing that he or she has been advised by the Housing Referral Office or school regarding the commuting area. The sponsor understands that if family housing is obtained outside this area, transportation of any dependent student between residence and the school or existing school bus stops within the commuting area is the sponsor's responsibility. The certification will be filed in the Housing Referral Office, for the length of the sponsor's tour and any extensions thereof.

(4) Authorized Services

(a) Within DoDEA Activities

1. One round-trip to and from school may be provided each school day to authorized dependent students enrolled in DoDEA schools who:

a. Reside outside of the walking area and within the designated commuting area; or

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

2. DoD will not provide transportation to or from home for lunch.

3. Transportation normally will be provided to or from centrally located bus stops in the commuting area. When requested by the sponsor, parent, or guardian, transportation may be provided to and from an alternate care provider such as a child development center located within the commuting area and outside of the walking area. DoDEA may grant alternate pickup or drop off locations on a space-available basis and transportation services may be terminated at any time due to seating availability. Changes in transportation service will be held to a minimum and will not be authorized on a day-by-day basis.

4. Curb-to-curb transportation will not be provided except as outlined for certain students with disabilities as determined in the student's individual education plan (IEP).

5. DoD NTV transportation will not be provided to students when adequate transportation is provided by the public school system.

6. 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.

7. Transportation may be provided to all students participating in school-sponsored educational activities, such as curricular study trips. (See the definition of curricular activities in the glossary.)

8. Subject to the availability of funds, transportation may be provided to all students participating in co-curricular activities under the conditions established by rules and regulations.

(b) Non-DoDEA Schools

1. Students who reside outside the walking distance of a non-DoD school and attend at DoD's expense will use transportation provided or arranged by the non-DoD schools.

2. When a non-DoD school does not provide transportation or the cost of transportation is charged separately, the installation commander, the Director, DoDEA, or designee, will determine the appropriate means of transportation.

3. Transportation may be provided to private schools within these guidelines:

a. The parent of the child submits a written request for transportation to the installation commander, Director, DoDEA, or designee.

b. The installation commander, Director, DoDEA, or designee determines that the NTVs authorized for transporting dependent school children to public schools have extra space and can convey those attending private schools without deviating from the established route to the public schools and at no additional cost.

c. DoD NTV transportation will not be provided to students when adequate transportation is provided by the public school system.

d. A transportation service for students with disabilities may be authorized to designated public or private schools in the event the DoD schools are unable to meet the curriculum as described in the student's IEP.

(c) Students with Disabilities

1. Special emphasis will be placed on meeting the transportation needs of students with disabilities. The Case Study Committee must consider the special needs of the individual student, including transporting students in the least restrictive environment, when determining appropriate transportation services for each student with a disability. Special transportation services that are prescribed in a student's IEP by the Case Study Committee of the receiving school, a Special Education Hearing Officer, or a court must be provided.

2. Examples of special services that 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 guide or hearing dog, or assignment of a one-on-one attendant, or aide, for physically disabled or physically aggressive students. Curb-to-curb service will not be provided to students who live within the walking area of the school that have a disability that does not prohibit them from walking, or being escorted by the sponsor or guardian, to and from school safely.

3. NTVs used solely to transport students with disabilities will be equipped with a seat belt or child safety restraint system for each passenger, in accordance with federal and State guidelines.

4. NTVs used to transport students who normally use wheelchairs will be equipped with a lifting device or a ramp, which meets federal and State guidelines.

(5) Safety and Security

(a) Student Conduct. School officials are responsible for the development and enforcement of standards of student behavior aboard school buses. Riding a school bus is a privilege. Corrective action may be taken on a student reported for misconduct to include loss of his or her riding privilege.

(b) Safety Reviews. School officials are required to conduct safety reviews of the school buses and of the loading and unloading areas in accordance with state laws and guidelines. In those areas where transportation is provided by the military, the installation commander and appropriate school officials are required to conduct safety reviews. All school bus services must meet all federal and State NTV requirements, inspections, and licensing for school buses.

(c) Security Reviews. The installation commander or Director, DoDEA, through the installation security office or DoDEA Office of Safety and Security, will monitor, coordinate, and assist in implementing antiterrorism program initiatives to ensure safe and secure transportation of all DoD students to and from school and school activities.

(d) Contingency Planning. The installation commander will work with appropriate school officials to develop and publish contingency plans for transporting students.

(e) Safety and Security Attendants. Safety attendants are authorized in NTVs transporting students with disabilities when specified by a student's IEP, and on buses transporting students enrolled in a DoDEA preschool, Sure-Start, or kindergarten program. 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.

1. The security attendants are to detect, report, and react to any threats to the students or transportation operations and provide security oversight of the students, NTV, bus route, and student pick-up points along the route. The security attendants will be provided

positive emergency communications, standard safety and security operating instructions, training in counter-surveillance techniques, and basic first aid instruction.

2. Normally, only one adult other than the driver will be assigned to one NTV. The Director, DoDEA, will provide funds for safety or security attendants as resources allow for school buses managed by DoDEA.

(6) Exceptions. In special situations, the Director, DoDEA, or designee, may grant exceptions to the commuting area or walking area criteria after full consideration of circumstances and evaluation of alternatives. Exceptions must be endorsed by the local principal and the DoDEA district superintendent, and forwarded to the Director, DoDEA, or designee. Requests for exceptions should contain:

(a) Name of school.

(b) Reason for waiver request. Include maps, charts, and or photographs where appropriate. When safety considerations are believed to be a factor, include a statement from the responsible safety officer.

(c) Statement of available alternatives to eliminate or alter the conditions.

(d) Number of students involved.

(e) Comments and recommendations from endorsing officials.

(f) Budgetary impacts if the waiver is granted.

(g) Budgetary impacts if the waiver is denied.

c. Overseas Areas

(1) Scope. To provide guidance that governs student transportation services to all DoD operated or non-DoD schools located OCONUS.

(2) Authority. Section 921 of Title 20, U.S.C. (Reference (ad)) authorizes the Secretary of Defense to establish and operate a program to provide free public education through secondary schools for DoD dependents in overseas areas, including necessary incidental services.

(3) Procedures

(a) School bus services will be provided to all authorized students residing outside the walking area and within the designated commuting area in accordance with this manual. A map and or a narrative description will be used to identify the commuting area (as defined in the Glossary).

(b) For DoD-operated schools, the Director, DoDEA, or designee, with consideration to the community commander representative, will establish a commuting area for each primary school. The commuting area for a secondary school will consist of the commuting areas for all primary schools included in the secondary school feeder plan.

(c) The commuting area will be based on the availability of housing within the proximity of the school subject to the availability of funding. Total elapsed travel time from the farthest point within the commuting area to the school should not normally exceed 1 hour, except as authorized. The commuting area does not need to be equal in distance from the school, nor does it need to be as far as 1 hour travel time. If sufficient housing is available within a closer distance (e.g., 20 minutes), then that should be designated as the commuting area. If a locality or section otherwise within the commuting area has difficult or unsafe access (e.g., winding or narrow roads or frequently inaccessible during the winter), it may be excluded from the commuting area.

(d) The school administrators, the Housing Referral Office, and the local DoDEA transportation will give the school commuting area widespread publicity. Pertinent information on the area and a copy of the area map should be included in the community "Welcome Packet" and sponsor's information packet. 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 Referral Office, so that each sponsor is well informed before looking for housing. The school commuting area and the established school bus routes will also be clearly marked on large-scale wall maps in the Housing Referral Office.

(e) Each incoming sponsor will be required to certify in writing that he or she has been advised by the Housing Referral Office and the DoDDS School Bus Office or school regarding the authorized commuting area and understands that if family housing is obtained outside the area, transportation of any dependent student between residence and the school or existing school buses stop within the commuting area is the sponsor's responsibility. The certification will be filed in the Housing Referral Office, for the length of the sponsor's tour and any extensions thereof.

(f) In some locations, DoDEAs 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 by DoDEA.

d. Walking Distance and Walking Area

(1) Normally, the walking distance should not exceed 1 mile for students in elementary schools and 1 1/2 miles for students in secondary schools.

(2) School bus services will not be provided within the designated walking area, except for certain students with disabilities as described in paragraph 6b(4)(c). Based on the applicable walking distance to school as mentioned in paragraph 6d(1), walking areas may be expanded or contracted to conform to natural boundaries such as a housing area or a neighborhood.

(3) Sponsors who reside within the walking area or have a daycare provider within the walking area are responsible for ensuring that their children get to and from school in a safe manner.

(4) See military installation "Child Supervisory Guidelines" for guidance and standards for what ages can walk to or from school unattended.

e. Authorized Services

(1) DoD-Operated Schools

(a) One round-trip to and from school may be provided each school day to authorized dependent students enrolled in DoDDS schools who:

1. Reside outside of the school walking area and within the designated school commuting area; or

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

(b) Transportation to or from residence for lunch will not be provided.

(c) Regular daily commute transportation normally will be provided to or from centrally located bus stops in the area of the student's primary residence. Subject to the availability of funds when requested by the sponsor, parent or guardian, transportation may be provided to and or from an alternate care provider such as a family child care provider, Child Development Center or American Youth Activity Center located within the commuting area and outside of the walking area. Changes in transportation service will be held to a minimum and will not be authorized on a day-by-day basis.

(d) Curb-to-curb transportation will not be provided except as outlined for certain students with disabilities as determined by DoDDS.

(e) Students enrolled in a non-federal connected category may be transported on existing routes on a space available basis.

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

(g) Subject to the availability of funds, transportation may be provided to all students participating in co-curricular activities under the rules and regulations established by this manual.

(2) Non-DoD Schools

(a) DoDDS-sponsored students who reside outside the walking area 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.

(b) Transportation may be provided for dependent students who are attending non-DoD schools in overseas areas only when the DoDDS area director, or designee, has approved attendance on a case-by-case basis.

(c) Special emphasis will be placed on meeting the transportation needs of students with disabilities. The Case Study Committee must consider the special needs of the individual student, including the requirement to transport students in the least restrictive environment, when determining appropriate transportation services for each student with a disability. Special transportation services that are prescribed in a student's IEP by the Case Study Committee of the receiving school, or by a special education hearing officer, or by a court must be provided.

(d) Examples of special services that may be required include, but are not limited to:

1. Curb-to-curb transportation between the student's residence and the school.

2. Establishment of a special bus stop within a designated distance of the student's residence.

3. Use of a specific child safety restraint system.

4. Transportation of a guide or hearing dog.

5. Assignment of a one-on-one safety attendant, or safety aide, for physically disabled or physically aggressive students.

(e) Curb-to-curb service will not be provided to students who live within the walking area of the school that have a disability that does not preclude them from walking (or being escorted by the sponsor or guardian) to and from school safely.

(f) NTVs used solely to transport students with disabilities will be equipped with a seat belt for each passenger. When required for specific passengers, host-nation approved child safety restraint system seating devices will be used during the transportation of students with disabilities and Sure-Start students.

(g) Special education students, aged 2 or older, when being transported in an NTV, or any student for whom a special four-point harness is required, will have a safety aide who is trained to assist students with disabilities.

(h) NTVs used to transport students who normally use wheelchairs will be equipped with a lifting device or a ramp, which can be secured to the NTV. Approved wheelchair restraining devices will be installed and used.

f. Transportation Resources

(1) Students will be transported at the lowest practical cost. Transportation service will be based on a thorough analysis and periodic review of student demand, routes, and schedules by the local DoDDS transportation managers. Full consideration will be given to:

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

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

(c) Consolidating school closures for administrative activities (e.g., meetings, training, conferences) to avoid half-day sessions and scheduling these activities to coincide with host-nations' holidays whenever possible.

(d) 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 students. Larger capacity NTVs will not be assigned in order to transport students enrolled in a space-available, non-federally connected school or those otherwise ineligible to be transported (e.g., students living within the designated walking area of the school).

(e) Seating students in kindergarten through grade 5 on a three-to-a-seat basis, except for front seats or seats designated for non-use due to safety reasons provided the buses bench seat is a minimum 39 inches wide.

(f) Using consolidated pickup points where feasible and applying safety considerations.

(g) Ensuring that school transportation has adequate seating for the number of passengers specified for each run. No student will be allowed to stand.

(2) Students in grades 7 through 12 may be required to use regular public or DoD transportation at DoDDS expense where available, feasible, and cost-efficient; however, the safety and security of students must be also considered when using alternative transportation.

(3) Use of a particular means of transportation for normal daily commuting service does not prevent the use of an alternative means for study trips or co-curricular activities when that means is safe and cost effective, based on extra cost factors such as overtime, mileage, or holidays.

(4) Transportation resources will not be used solely to achieve a balance within DoD schools based on rank of sponsors.

(5) When, because of locations, more than one school uses the same NTV service, DoDEA will be responsible for consolidating and coordinating requirements and arranging for transportation services to all schools involved.

(6) When more than one installation and or community provides transportation for students to the same school, DoDEA will coordinate all student transportation to the school.

(7) 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, DoD 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 DoD NTVs. Based on the analysis of the overall transportation utilization throughout an operational day and throughout the year, school busing will be integrated with other installation passenger transportation functions whenever reasonable to do so. For example, one bus may normally be utilized for two school runs and three post shuttle runs each day; however, unauthorized persons may not ride the bus on a school run.

(8) Cost factors must be adjusted to fit the needs of students with disabilities and the overseas environment, such as different retirement cost factors, other fringe benefits for local national civilian employees, and other appropriate adjustments. Equipment acquisition costs will be included as a factor in the cost analysis. The supporting DoD Component will perform a comparative cost analysis in accordance with Reference (n) when arranging for initial transportation services to a new school or before any change from existing military transportation to contract transportation is made, when requested by the DoDDS area director.

(9) The responsible DoDDS area director, or designee, will coordinate with the installation and or community commanders on any significant change proposed to school bus services.

g. Safety and Security

(1) Student Conduct. DoDEA is responsible for the development of standards of student behavior aboard school buses. Installation and or community commanders share responsibility with DoDDS for enforcing student behavior aboard school buses. Riding a school bus is a privilege. Should any student be reported for misconduct, corrective action may be taken, including the loss of bus riding privileges.

(2) Safety Reviews. DoDDS transportation managers are required to conduct periodic safety reviews of school transportation NTVs, routes or runs, and loading and unloading areas in accordance with federal or host-nation laws and guidelines. In those areas where transportation is provided by the military, the DD Form 448, "Military Interdepartmental Purchase Request," should contain a provision for similar routine safety reviews of school buses and services. This requirement should also be included on contracts with private activities providing school bus services.

(3) Security Reviews. The responsible DoDDS area director or designee will monitor, coordinate, and assist in implementing antiterrorism program initiatives to ensure safe transportation of all DoD students to and from school and school activities, and will provide for increased security and safety measures on school transportation through complementary school bus security initiatives, such as the Bus Security Attendant Program and the automated NTV location system.

(a) The Bus Security Attendant Program is carried out by professionally selected, trained, and managed adults who accompany the school buses that travel outside of U.S. installations to transport 10 or more students to and from school.

(b) An automated NTV location system is installed on buses that travel outside of U.S. installations to transport students to and from school. The automated NTV location system provides the ability to remotely track and report historical data for the traveled routes of all off-installation school buses within a geographic area, identifies when a school bus deviates from a predefined route, and receives duress alarms.

(4) Special Education Aides, Safety Attendants, and Bus Security Attendants

(a) Special education and safety aides are authorized to accompany students with disabilities if the student's IEP specifies the need for one-on-one adult supervision or special needs assistance is required when the student is being transported to or from school. Safety aides are adults with special training that equips them to supervise or assist students with disabilities or special needs identified in the IEP and special instructions provided by the transportation manager.

(b) Safety attendants are authorized on NTVs transporting students enrolled in DoDEA preschool, Sure-Start, and kindergarten programs to or from school. Subject to availability of funds, this authorization may be extended to NTVs transporting a mix of students in grades kindergarten through second grade. Safety attendants also will be provided where host-nation law requires a "guide" to assist students in certain grades. Safety attendants are specially trained adults whose primary responsibility is to oversee on-board student safety during the daily commute to and from school. Normally, only one safety attendant is assigned to an NTV.

(c) Bus security attendants are authorized in overseas areas. DoDEA may use combating terrorism funds to contract for security attendants on NTVs transporting students to and from school in the off-U.S. installation host-nation environment. The security attendants are

specially selected, trained, and managed adults on regular daily commute school buses, primarily to oversee student security and secondarily to further student safety. Normally, security attendants are not assigned to NTVs with a safety aide on board, nor should both a safety attendant and a security attendant be assigned to the same NTV.

(d) Bus monitors used to maintain good order on a bus are authorized when required by host nation laws or authorized by DoDEA Director or designee. Communities may provide school bus monitors on a volunteer basis to assist the DoDEA in maintaining acceptable student behavior on the bus.

(5) Other Bus Security. When the installation commander deems that local conditions jeopardize the security of some or all school bus services, the installation 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.

h. Exceptions. In special situations, the DoDEA area director or designee may grant exceptions to the commuting area or walking area criteria after full consideration of circumstances and evaluation of alternatives. Requests for exceptions should contain:

(1) Name of school.

(2) Reason for waiver request. Include maps, charts, and or photographs where appropriate. When safety considerations are believed to be a factor, include a statement from the responsible safety officer.

(3) Statement of available alternatives to eliminate or alter the condition.

(4) Number of students involved.

(5) Comments and recommendations from endorsing officials.

(6) Budgetary impacts if the waiver is granted.

(7) Budgetary impacts if the waiver is denied.

7. PENALTIES FOR MISUSE OF DOD MOTOR VEHICLES

a. Disciplinary Action. The unauthorized or willful misuse of a DoD motor vehicle will be cause for disciplinary actions as follows:

(1) Civilian Personnel. Any officer or employee of the government who willfully uses or authorizes the use of any US. Government-owned or -leased passenger motor vehicle except for official purposes in accordance with section 1344(b) of Reference (u), or otherwise violates section 1344 of Reference (u), will be suspended from duty without compensation for not less than 1 month by the DoD Component head concerned. The officer or employee will be

suspended for a longer period or summarily removed from office if circumstances warrant in accordance with 1349b of Reference (u).

(2) Military Personnel. Military personnel who willfully use or authorize the use of any U.S. Government-owned or -leased passenger motor vehicle except for official purposes as authorized by Reference (u), or otherwise violate section 1344, can be disciplined under provisions of the Chapter 47 of Reference (w), also known as the Uniform Code of Military Justice, or other administrative procedures deemed appropriate.

b. Criminal Sanctions. Depending on the facts and circumstances, the criminal sanctions of section 641 of Title 18, U.S.C. (Reference (ae)), may apply to the misuse of a U.S. Government motor vehicle. The statue provides for a fine and imprisonment for up to 10 years or both.

Appendixes

1. Guidance for Driver Selection, Training, and Licensing
2. Guidance for Safety, Accident Prevention, and Reporting
3. Guidance for Identification and Marking of NTVs
4. Maintenance Management
5. Guidance on Tax Consequences of NTV Personal Use

APPENDIX 1 TO ENCLOSURE 5

GUIDANCE FOR DRIVER SELECTION, TRAINING, AND LICENSING

1. GENERAL. This appendix provides prerequisites for DoD military, civilian, and contractor personnel to operate DoD NTVs. DoD NTVs will only be operated by military, civilian, or DoD contractors who meet all criteria in this manual, Reference (d), and any other applicable federal, State, local or host-nation law. To the maximum extent possible, this will be accomplished through:

a. A comprehensive program for the proper selection, training, licensing, and supervision of personnel operating DoD NTVs in accordance with Reference (d).

b. Programs controlling access to such NTVs. Questions on the authority to operate DoD NTVs will be resolved in strict compliance with this manual and any other applicable DoD Component guidance.

2. SELECTION. Selection of personnel authorized to operate DoD NTVs is of paramount importance to the accomplishment of the DoD mission and to the safe, efficient operation of the DoD NTV fleet. Applicants for positions involving the operation of DoD NTVs should be evaluated on their complete driving records, attitude, and aptitude.

3. TRAINING. Training for DoD military and civilian drivers will be organized to provide adequate instruction in the proper, safe, and efficient operation of DoD NTVs. Such training will include written examinations and hands-on exercises to ensure driver proficiency before licensing. See Reference (d) for a description of subjects and types of training required.

4. LICENSING. With the exception of military drivers and those DoD civilian NTV operators who operate NTVs within the confines of any military installation and never on a public highway, all DoD NTV drivers will comply with the testing and licensing requirements of Title 49, Code of Federal Regulations (Reference (af)) and its implementing issuances.

a. The DoD Components will prescribe licensing requirements for its military and civilian drivers that meet or exceed the minimum national requirements issued by the Secretary of Transportation in compliance with the requirements in part 383 of Reference (af).

b. DoD Components may waive issuance of the OF 346 or agency or Service equivalent to military and civilian personnel for operation of NTVs, excluding forklifts, provided the driver possesses a valid State Issued Motor Vehicle operator's license for the class of passenger vehicle being operated and a current agency-issued building pass or identification document. State issued Learner Permits are not deemed as valid State Issued Motor Vehicle operator's license.

(1) Military personnel not possessing a valid State Issued Motor Vehicle operator's license and whose duties require the operation of NTVs should be issued an OF 346 or agency or Service equivalent in accordance with the issuing DoD Component's regulations.

(2) As a minimum, such regulations will include a requirement to verify driving records with the Department of Transportation's National Driver Register when applicants do not possess a valid State Issued Motor Vehicle operator's license. Contract personnel must be licensed for the equipment they will be operating under contract by the contractor and will not be issued an OF 346 or agency or Service equivalent.

c. It is required that all military and civilian personnel operating NTVs with a capacity of 16 or more passengers or with a GVWR greater than 26,000 pounds receive appropriate Commercial Driver's License-equivalent training. Successful completion of the training will be documented on the OF 346 or agency or Service equivalent.

d. For military personnel, authority to operate a DoD NTV will extend throughout the operator's service career unless permanently revoked or suspended. Similarly, a validated OF 346 or agency or Service equivalent will be recognized among all DoD Components as proper authority to operate the DoD NTVs specified.

e. For civilian personnel, authority to operate DoD NTVs will be valid for the period corresponding to the employee's State Issued Motor Vehicle operator's license. An OF 346 or an agency or Service equivalent must reflect the classes of passenger vehicles for which the operator is qualified; operator restrictions, if any; and a record of violations and suspensions.

f. Military and civilian government employees may retain their OF 346 on transfer to a new assignment. On separation from the U.S. Government, only military personnel may retain their OF 346, and only if the words, "Not Valid-Separated from the Service," are over-stamped or otherwise legibly marked on the front and back of the form. Military personnel transferring from active duty to active Reserve component status may retain their OF 346.

g. Authority to operate any DoD NTV may be suspended or revoked for cause at any time by the head of the installation or activity or designated representative. The authority will not be restored until the operator involved has demonstrated the ability to be fully qualified by the head of the installation or activity or designee. Records of such suspensions will be annotated on the operator OF 346 and recorded in the driver's qualification record. The DoD Components will not provide the Department of Transportation with data on OF 346 suspension or revocation actions.

h. DoD personnel (e.g., military, civilian, and contract) must present a validated OF 346 or State Issued Motor Vehicle operator's license and an agency-issued identification document to obtain access to any DoD NTV. Similarly, those documents must be in the driver's possession at all times while operating a DoD NTV on or off an installation or activity.

i. The DoD Components will establish programs to take adverse, disciplinary, or other appropriate action against DoD drivers who fail to operate DoD NTVs in accordance with

applicable laws and regulations. Such programs will include provisions for the assignment of points for duty-related traffic violations, the revocation and suspension of the authority to operate a DoD NTV; and the recovery of damages not to exceed 1 month of the driver's salary for damage resulting from gross or simple negligence while operating a DoD NTV.

APPENDIX 2 TO ENCLOSURE 5

GUIDANCE FOR SAFETY, ACCIDENT PREVENTION, AND REPORTING

1. This appendix contains guidance on safety, accident prevention, and accident reporting in the operation of DoD NTVs. Reference (d) requires that each DoD Component establish and maintain comprehensive traffic safety programs.

2. Reference (d) requires heads of installations and or activities maintain necessary liaison with civil authorities on matters involving DoD NTVs. Supervisors will ensure that operators are familiar with civil laws, rules, and regulations on NTV operations.

a. The DoD Components will develop safety and accident prevention programs for the safe operation of DoD NTVs.

b. Programs developed will be specific in nature, include written guidelines for the safe operation of NTVs, and be widely distributed so that all DoD NTV users are knowledgeable of recognized safety and accident prevention practices.

c. Written guidelines will include provisions for the mandatory use of seat belts, a prohibition against smoking, and the prohibition of using hand-held wireless devices while operating a DoD NTV.

3. Operators involved in accidents will:

a. Stop immediately and call local police.

b. Assist the injured. Do not move injured people unless absolutely essential for their protection.

c. Warn other motorists of any existing highway hazard. During hours of darkness or poor visibility, flares or reflectors will be used.

d. Complete a GSA SF 91, "Motor Vehicle Accident Report." If an SF 91 cannot be prepared by the operator because of injury or death, the report will be completed by the next senior person directly responsible for NTV operations. Expeditiously deliver the completed SF 91 to the motor transport officer.

e. Comply with State and local laws governing the reporting of NTV accidents. Official reports will be submitted through channels to the appropriate claims officer for review to ensure that U.S. Government rights are not prejudiced by an admission of liability for the U.S. Government.

f. Complete a DD Form 518, "Accident - Identification Card," at the scene of the accident, or as promptly as possible thereafter, and provide it to all persons directly concerned.

g. Not leave the scene of the accident except as authorized by a State law enforcement officer or other proper authority.

h. Not express oral or written opinions to claimants or their agents concerning liability, investigation findings, or possibility of claim approval.

i. Not provide official accident investigation reports to a claimant or any individual or representative of any non-DoD organization, including State or local officials, without first obtaining clearance. Clearance will be obtained from the claims officer.

4. Each accident involving any DoD NTV will be investigated and a determination will be made concerning the causes and surrounding circumstances, including how the accident could have been prevented. In accordance with Reference (d), NTV accident investigation reports may be used to document an inquiry to determine the facts and circumstances leading to the loss, damage, or destruction of U.S. Government property, i.e., an NTV.

5. All accidents involving DoD NTVs will be documented in accordance with Reference (d). Accident accountability (i.e., reportable and recordable accidents) and reporting procedures will be as provided by separate instructions of the DoD Components. Appropriate action will be taken when there is a failure to report any accident.

APPENDIX 3 TO ENCLOSURE 5

GUIDANCE FOR IDENTIFICATION AND MARKING OF NTVS

1. GENERAL. This appendix contains guidelines and procedures for the marking of all DoD NTVs. DoD passenger NTVs and trailers, including those leased, must have a license plate displaying the words, "FOR OFFICIAL USE ONLY," and an appropriate title for the DoD Component concerned as required by section 491(k) of Reference (w) and Subpart C of Part 102-34 of Reference (k). DoD non-passenger NTVs (e.g., material handling equipment, engineering equipment) will display the registration number assigned to them by the DoD Component concerned.

a. NTVs leased from commercial sources for less than 60 consecutive days are exempt from this requirement. Identification and markings on existing NTVs should not be changed to coincide with this manual. Whenever an NTV is permanently disposed of by a DoD Component, all NTV identification prescribed or authorized in this manual will be removed. All DoD license plates ordered from the Federal Bureau of Prisons, referred to in this manual as UNICOR, will be returned to UNICOR for destruction.

b. NTVs leased from GSA will not be painted to conform to DoD Component colors. Additionally, no decals, magnetic signs, etc., will be affixed to any portion of the painted surface or the chromium-plated trim unless approved by the DoD Component or as delegated by the DoD Component head. The only identification markings that these NTVs will display are identification numbers that are displayed on the license plates. DoD Components will receive the NTV from GSA with a license plate. The first digit of the license will be a "G" representing GSA as the leasing agency. The next two digits will identify the size of the NTV, and the remaining digits will be the serial number.

c. Additional decals may be affixed to the NTVs by the respective Services as long as they can be removed without damaging the painted surfaces of the NTV, subject to DoD Component head approval, or as delegated. For example, Service recruiters will be authorized to place advertising slogans on the side windows of NTVs.

2. EXEMPTIONS FROM IDENTIFICATION AND MARKING

a. NTVs used for intelligence operations, investigative or security purposes, or those required to be unidentified under the conditions of a status of forces agreement, are exempt from the identification requirements.

b. NTVs used by security assistance organizations are exempt from the identification requirements of this appendix, as long as this exemption does not conflict with local U.S. Embassy policy.

c. Additional exemptions may be authorized by the DoD Component head or designee concerned for CONUS commands. Combatant Commanders are designated to authorize exemptions for NTVs located within their areas of responsibility when conspicuous identification will endanger the security of individuals or the U.S. Government.

3. SPECIAL NTV MARKINGS. Special type markings on NTVs will be restricted to the minimum. They will be of a removable type to facilitate rotation of NTVs.

a. General or Flag Officer Identification. An appropriate identity plate to indicate the occupancy of an NTV by a general or flag officer may be affixed to the front of the NTV. Size and color of plates will be prescribed by the respective DoD Component.

b. Installation and Activity Markings. Markings identifying DoD installations or activities will be as prescribed in separate issuances published by the DoD Component.

c. National Symbol. The national symbol (i.e., white 5-pointed star) may be displayed on NTVs in overseas commands when directed by the overseas commanders. Size and location of the national symbol will be as prescribed by the appropriate DoD Component in regulations concerning the marking of combat and tactical vehicles. The national symbol will not be used on passenger NTVs operated in the United States.

d. DoD Component Police NTVs. NTVs assigned to police and security guard activities will be marked with distinctive markings prescribed by each DoD Component.

e. Ambulances. Ambulances will be marked in accordance with Federal Specification KKK-A-1822E (Reference (ag)).

f. Recruiting NTVs. NTVs authorized and assigned for exclusive use by recruiting activities and equipped for display of exhibits used in connection with recruiting may be marked with distinctive designs and wording, as prescribed by the DoD Component concerned. All slogans, signs, pressure-sensitive materials, and decals affixed to recruiting NTVs will be applied in a manner that will not permanently damage the exterior surface of the NTV.

g. School Buses. Buses used solely for transportation of children to and from schools will be marked in accordance with subpart C of Reference (j). Common carrier buses (e.g., mass, group, or shuttle) do not have to be marked or painted in accordance with part 102-34.110 of Reference (j).

(1) Buses that have a dual use, such as transporting children during dedicated hours and also being used for other missions, must be marked and painted in accordance with subpart C of Reference (j).

(2) Emergency exits on buses and other NTVs will be conspicuously marked on the interiors of such NTVs. The words “EMERGENCY EXIT” will be applied in letters of

appropriate size and contrasting color directly over the exit or other suitable adjacent surface as outlined in part 571.217 of Reference (af).

h. Fire Trucks. Fire trucks and fire apparatus will be marked in accordance with Reference (ag) or the National Fire Protection Association Standard 1901 (Reference (ah)).

4. REVERSED SIGNAL AUDIBLE ALARM. NTVs that have an obstructed view of the rear will use reverse signal audible alarms when backing or when an observer signals that it is safe to do so.

5. GENERAL PLACARD REQUIREMENTS

a. DoD NTVs, trailers, and semi-trailers, including those leased from GSA Fleet, that transport hazardous materials, as defined in parts 172.101 and 172.504 of Reference (af), will use placards to identify their cargo. The placards will be located on the NTV, trailer, or semi-trailer as prescribed by part 172.516 of Reference (ao).

b. NTVs that are not exempt from the identification provisions of this manual will use U.S. Government license plates.

c. DoD Components will use UNICOR as the sole source for license plates for all CONUS NTVs in accordance with the written agreement between the GSA and UNICOR. Points of contacts at UNICOR and GSA:

Bureau of Prisons (UNICOR)
Program Manager
U.S. Department of Justice
UNICOR Federal Prison Industries, Inc.
400 First Street, NW, Room 6010
Washington, D.C. 20534

General Services Administration
Office of Government Wide Policy
Federal Motor Vehicle Policy Division
1800 F Street, NW, Room G241
Washington, D.C. 20405

d. License plates will be marked with the words “FOR OFFICIAL USE ONLY,” “U.S. GOVERNMENT,” and the DoD Component assigned identification number. License plates will be affixed to the front and back of the NTV.

e. DoD Components will maintain a current record of all official U.S. Government license plates in use on U.S. Government-owned and -leased NTVs for which the DoD Component is responsible within the Federal Motor Vehicle Registration System. Such records will specify, by

type and registration number, the motor NTV to which the plates are assigned. Plates should be assigned to one NTV only and then returned to UNICOR for destruction when the plates expire or on disposition of the NTV. Based on security concerns the same plates will not be used on disposal NTVs or their replacements. Plates will be destroyed after initial use. Use of locally procured or manufactured plates is prohibited.

f. When license plates are considered lost or stolen, the FM must immediately execute the provision in paragraphs 5f(1) and 5f(2) of this appendix in accordance with part 102-34.135 of Reference (k).

(1) U.S. Government License Plates. Report to your local security office (or equivalent), local police, GSA Fleet when a GSA Fleet leased motor vehicle is involved, and the DoD FM. Change the license plate status in Federal Motor Vehicle Registration System to missing, seen in the system as "MS."

(2) District of Columbia or State License Plates. Report to your local security office (or equivalent) and either the District of Columbia Department of Transportation, or the State Department of Motor Vehicles, as appropriate.

g. The FM must conduct an investigation into the cause of the lost license plate. A DD-Form 200, "Financial Liability Investigation of Property Loss," is used to document the facts and circumstances of the loss and must be finalized by the approving authority in accordance with Chapter 7 of Volume 12 of Reference (h). The FM will retain the original and submit a copy to the DoD FM.

APPENDIX 4 TO ENCLOSURE 5

MAINTENANCE MANAGEMENT

1. GENERAL. Each DoD Component will develop and implement a maintenance management program to ensure that assigned NTVs are maintained in a safe and serviceable condition by the most economical means possible. For CBM+, Reference (o) applies.

2. MAINTENANCE PROCEDURES. Implementation of this management program must include performing, at a minimum, these basic types of maintenance:

a. Operator Inspection and Service. Operator inspection and service consists of the inspection and identification of malfunctions that render the NTV unsafe and or unserviceable. In addition, operator service may include minor parts replacement (e.g., wiper blades, fuses, light bulbs, valve caps) and servicing (e.g., water, fuel, tires, and battery), as specified by the DoD Component. When servicing is specified to be performed by other designated personnel, operators are responsible for ensuring that services are performed, and that the NTV is in a safe and serviceable operating condition before, during, and after operation. In addition, the operator will be responsible for reporting, in writing, any noted deficiencies to designated personnel responsible for taking necessary corrective action.

b. Condition-Based Maintenance. To achieve overall cost effective and efficient operations, maintenance on DoD NTVs should be performed only when there is evidence of need. For additional information, see the CBM+ Guidebook (Reference (ai)).

c. Reliability Centered Maintenance. Reliability centered maintenance is an analysis tool that should be utilized to provide DoD Component NTV maintenance planners with information on the evidence of need for maintenance. Reliability centered maintenance enables the incorporation of additional CBM+ capabilities, such as diagnostics, health monitoring, and prognostics, on NTVs. Reliability centered maintenance is a logical, structured, life cycle process used to determine the optimal failure management strategies for any system, based on system reliability characteristics and the intended operating context. See DoDM 4151.25 (Reference (aj)) for guidance.

d. Recurring Preventive Maintenance and Inspection . DoD NTVs must be periodically inspected by qualified NTV inspection personnel for safety and serviceability in these categories:

(1) Safety. Each NTV must receive a safety inspection at least annually. Safety inspection criteria will be specified by the DoD Component. Additionally, DoD vehicles will meet host-nation requirements at locations OCONUS where not expressly exempted by local law or status of forces agreements. Normally, to avoid unnecessary downtime, the safety inspection may be performed at the time of the scheduled or unscheduled maintenance. Deficiencies that impair safety of operations will be corrected before returning the NTV to an operational status.

(2) Serviceability. The engine of a DoD NTV will be tuned at intervals specified by the manufacturer or as otherwise determined by the DoD Component. Each DoD Component deviating from the manufacturer's prescribed intervals, will document the deviation in their departmental guidance and regulations. This guidance will address all classes or types of NTVs in the fleet. Corrective adjustments and repair action taken as the result of serviceability inspections will be generally limited to only those items prescribed by the manufacturer, and only to the extent necessary to restore the vehicle to optimum serviceability and safety, consistent with achieving maximum cost-effectiveness.

e. Emissions Inspections and Maintenance. The DoD must comply with State and local programs to improve air quality. All DoD Components will conform to State, county, and local standards to monitor and analyze emissions from motor NTVs in accordance with part 102-34.285 of Reference (k).

(1) DoD personnel or contractors may not remove or render inoperative any emissions control device or element of design in accordance with sections 7522 and 7524 of Reference (s). The applicable civil penalty for violation of this provision is a fine of $2,500 per vehicle in accordance with section 7524 of Reference (s). Violations of the fuel regulations can result in penalties of up to $25,000 per violation. When performing corrective adjustments and repair actions or tune-ups, engine settings will not be accomplished outside the manufacturer's recommended specifications, nor will pollution control equipment (e.g., the catalytic converter, exhaust gas reticulating valve, or heated air intake system) be removed or rendered inoperative.

(2) Removal of the catalytic converter to prevent vehicle damage OCONUS where only leaded gasoline is available is permitted. OCONUS, compliance with host-nation emission control laws will be governed by terms of the status of forces agreement, or any other agreement between the United States and the country concerned.

3. ENVIRONMENTAL CONCERNS, INSPECTIONS, AND REGULATIONS

a. Section 7401 of Reference (s) deals with atmospheric pollution and is implemented at the federal, State, and local level. The major areas of concern for vehicle management in accordance with Reference (s) are vehicle exhaust emissions.

b. In accordance with section 7401 of Reference (s), States with non-attainment areas for transportation-related pollutants are required to implement inspection and maintenance programs that follow requirements in according to Part 51 of Title 40, Code of Federal Regulations (Reference (ak)). The purpose of inspection and maintenance programs is to identify and assure the repair of in-use vehicles that are emitting excessive pollutants. Federal fleet vehicles, except for military tactical vehicles, are subject to inspection and maintenance requirements. A military tactical vehicle is one designed or modified to military specifications to meet direct transportation support of combat, tactical, or relief operations, or for training of personnel for such purposes.

c. FMs should cooperate with the State to test federal fleet vehicles and submit applicable reports. Exclude military tactical vehicles and any other vehicles exempted under State law. These may include, for example, emergency vehicles, alternative fueled-vehicles, and certain newer model years.

d. Part 81 of Reference (ak) establishes standards and requirements for servicing motor vehicle air conditioners (MVACs). This rule requires that only certified technicians, using certified equipment that has been registered with the Environmental Protection Agency service or that maintain MVACs to reduce CFC-12 release into the atmosphere, inspect MVACs. Technician certification may be obtained through one of several Environmental Protection Agency-approved mechanic testing and certifying programs. Proof of certification must be available on site, at all times. Certification requirements may also be applicable for CFC-12 replacement compounds, such as a hydrofluorocarbon (i.e., HFC).

e. Federal agencies are directed by Reference (ao) to implement sustainable environmental practices for the acquisition of green products and services. Additionally, Subpart 23.4 of Reference (ao) provides policy and procedure requirements towards the procurement of recycled-content and bio-based products to include antifreeze, refined lubricating oil, sorbents and vehicle tires.

f. The DoD Green Procurement Program, established in 2004, provides an agency-wide strategy for defining a management framework that all DoD organizations will use to ensure compliance with federal procurement requirements as a routine part of day-to-day purchasing activities, reducing program costs and reduce waste generation.

(1) DoD activities purchasing oil from sources other than Defense Logistics Agency must comply with the legal requirements to use re-refined oil. The Defense Logistics Agency will automatically substitute re-refined oil when activities order certain grades of commercial oil. Activities are reminded that the central supply system is the preferred method of purchasing supplies.

(2) Approved re-refined oil will meet current American Petroleum Institute standards evidenced by the "Starburst" symbol on the container.

4. METHODS FOR ACCOMPLISHING MAINTENANCE

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

(1) Organic or in-house facilities, to include contract maintenance.

(2) Other U.S. Government facilities.

(3) Commercial facilities.

b. Regardless of the method selected for maintenance, qualified personnel assigned to the activity or installation will perform the inspection. In cases of host-tenant occupancy of an activity, maintenance support will be performed by the host component consistent with its own maintenance practices, unless otherwise specified in support agreements.

5. THE USE OF MAINTENANCE PERFORMANCE STANDARDS. The DoD Components will establish and use performance metrics to evaluate the performance of activities that maintain vehicles. Performance measurements are based on the DoD Component's mission requirements.

6. ONE-TIME REPAIR LIMITS. Components will set out instructions on the calculation and use of a repair limit for each repair. Repair limits should address fair market value and manpower investment to effect repairs. Management must decide when it is no longer economical to make repairs based on dollar cost and mission requirements.

7. WARRANTY PROVISIONS

a. The DoD Components will ensure that all motor vehicle managers are familiar with the general provisions of vehicle warranties and how they can reduce maintenance costs. Vehicle warranties will be used to correct covered discrepancies during the warranty period. Each DoD Component will ensure that all personnel connected with the acceptance, operation, and maintenance of NTVs will make maximum use of the manufacturer's warranty. DoD Components will maintain a Management Information System for tracking vehicle manufacturer's and replacement parts warranties.

b. When it is determined that a deficiency exists on an NTV, activities located in the United States 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 either the contractor or the contract administration officer has authorized such corrective action in writing.

(1) Warranty problems that are not resolved by the local franchised dealer will be handled according to procedures prescribed by the DoD Component concerned.

(2) Each DoD Component will address procedures for replacement of vehicles under warranty outside the United States. Normally, manufacturers will only replace defective parts in this case. Users must address the cost of shipping the defective parts and the delivery timeframes when deciding to utilize the warranty. Correction of warranties on foreign vehicles procured for use by the Military Services OCONUS will be prescribed by the overseas manufacturer's warranty.

c. DoD Components may choose to negotiate in-house warranty repairs with the manufacturer or retailer. This arrangement would permit the maintenance manager to choose the manufacturer, retailer, 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 U.S. Government and the manufacturer or retailer.

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 latent defects that are not attributable to normal wear and tear or an unusually high incidence of parts failures detected at some point beyond the warranty period will be reported to the DoD Component concerned. This report will be submitted under the DoD Component's deficiency reporting system.

b. Abnormal wear or material failures, malfunctioning of equipment, poor design, or other unsatisfactory conditions, not otherwise covered by warranty or latent defect procedures, will be reported to the DoD Component concerned. 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; and suitability of fuel, lubricants, and preservatives.

c. The Department of Transportation's National Highway Traffic Safety Administration ensures that prompt notifications of suspected safety defects are issued, and that manufacturers take timely actions as required by section 30119 of Title 49, U.S.C. (Reference (ar)). The DoD participates as follows:

(1) Each DoD Component will require expeditious reporting of safety defects found in NTVs. Such defects will be fully documented and conspicuously annotated in the vehicle history file.

(2) Each DoD Component will establish procedures and publish instructions for reporting vehicle defects.

(3) Each DoD Component will establish procedures for dissemination of manufacturer-announced defects and for reporting of corrections.

9. MOTOR VEHICLE MODIFICATIONS. Normally, modification of DoD NTVs will not be performed. The DoD Components will establish adequate configuration control to ensure vehicle modifications are limited to those required for safety, security, or accomplishment of the military mission. Limited modification for such purposes as providing wrecker service or two-way radio service, and for installation of emergency warning devices or auxiliary fire-fighting equipment, may be enacted, but only after due consideration of the cost-effectiveness of the action.

10. PRIVATELY OWNED VEHICLES (RESTRICTIONS). Privately owned vehicles, vehicle units, parts, accessories, and equipment will not be repaired, serviced, or manufactured in any U.S. Government shop, garage, or other buildings. U.S. Government-owned vehicles, tools, modernized equipment, or supplies will not be used to service or repair private property, except when life threatening or emergency conditions occur calling for a humanitarian response. Privately owned vehicles will not be parked, garaged, or stored in any U.S. Government motor pool, shop, or in any building where U.S. Government property is stored. The restrictions stated in this section do not apply to authorized hobby shops.

11. MANAGEMENT INDICATORS. All data required to create the VAM will be accumulated via the Federal Automotive Statistical Tool (FAST). DoD Components will only report the management indicators for which they have data.

a. Total Operations and Maintenance Costs. Cost for the last fiscal year as reported on the SF 82 will be presented in this format:

(1) Fuel cost.

(2) Direct labor cost.

(3) Direct parts cost.

(4) Total indirect cost.

b. Labor Hours. If available, labor hours will be presented as:

(1) Total hours available.

(2) Direct (i.e., actual) hours expended.

(3) Indirect hours expended.

(4) Flat rate or other established time standard hours.

(5) Direct labor hours per 1,000 miles of operation.

c. Fleet Miles Operated. Miles will be presented as:

(1) Total miles operated by fleet.

(2) Fleet average miles per vehicle.

(3) Average miles by vehicle group as reported on the SF 82.

d. Miles Per Gallon. Miles per gallon will be presented reflecting fleet average and vehicle group average as reported in FAST.

e. Vehicle Out of Commission (VOC) Rates. VOC will be presented as follows:

(1) Percent VOC minus downtime for maintenance.

(2) Percent VOC minus downtime for parts.

(3) Percent VOC minus downtime awaiting maintenance.

(4) Total VOC percent.

12. MANAGEMENT REVIEW. Managers at all levels will assume the responsibility for using maintenance and operations data to measure the effectiveness of NTV activities under their control. DoD Components will develop and publish minimum essential management indicators that support their mission and help to identify fraud, waste, and abuse. These missions require the use of different maintenance concepts and a different mix of civilian, military, and contract mechanics. Management review will include, at a minimum, labor productivity, out-of-commission rates, cost per mile, and preventive maintenance. Although NTV utilization is not a normal maintenance responsibility, it should be reviewed because it affects management indicators when comparing maintenance activities against each other.

13. MANAGEMENT INFORMATION SYSTEM. The DoD Component's Management Information System will provide data on the management indicators prescribed by this manual. The degree of information provided will be adequate to support analysis on maintenance efficiency.

APPENDIX 5 TO ENCLOSURE 5

GUIDANCE ON TAX CONSEQUENCES OF NTV PERSONAL USE

1. The benefit of employer-provided DTD transportation may be taxable, even if provided for security reasons. As a general rule, personal travel is a personal expense. Therefore, the cost of commuting to work or taking a roadtrip for vacation is a personal expense and is not tax deductible. As such, if a vehicle is provided by an employer to the employee for non-official or personal use, the value of that vehicle's use is considered taxable income as a fringe benefit. Certain uses of NTVs will not be included in the employee's taxable income if it otherwise would be deductible as a business expense under the provisions of the Internal Revenue Code and Treasury Regulations.

2. Although DTD is statutorily deemed official use of a NTV, the tax code and applicable regulations still classify employer-provided vehicles for commuting as a taxable fringe benefit. The following personnel authorized DTD receive a taxable benefit and must report the value of that benefit to the appropriate Defense Finance and Accounting Service office for inclusion in the employee's the Federal Wage and Tax Statement (i.e., W-2):

a. The Secretary of Defense.

b. The Deputy Secretary of Defense.

c. The Secretaries of the Military Departments.

d. The Chairman of the Joint Chiefs of Staff.

e. The Under Secretaries of Defense.

f. The Vice Chairman of the Joint Chiefs of Staff.

g. The Chiefs of Staff of the Army and the Air Force, the Chief of Naval Operations, Commandant of the Marine Corps, and Chief of the National Guard Bureau.

h. Personnel authorized by the Secretary pursuant to section 2637 of Reference (w).

i. Personnel authorized by the Secretary of the Military Department concerned pursuant to section 1344 (b)(9) of Reference (u), if due to highly unusual circumstances that present a clear and present danger or compelling operational considerations.

j. Personnel who do not fall within an exception as provided by paragraph 3 of this appendix.

3. Generally, the value of employer-provided fringe benefits, including DTD, is included in the employee's taxable income for the year in which provided. However, there are certain unusual

circumstances, when, in a specific geographic area, employer-provided transportation is not a taxable benefit. Questions concerning such unusual circumstances or specific locations should be directed to the local Staff Judge Advocate or to the Armed Forces Tax Council.

4. The Executive Director, Armed Forces Tax Council, publishes an information paper annually that explains how to value the personal use of NTVs benefit for any employee who must report such benefit. The information paper also contains the Defense Finance and Accounting Service office contact information for each Military Department for reporting purposes.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AFV	alternative fuel vehicle
CBM+	Condition Based Maintenance Plus
CFC-12	chlorofluorocarbon-12
CONUS	continental United States
DDESS	Domestic Dependent Elementary and Secondary Schools
DoDDS	Department of Defense Dependent School
DoDEA	Department of Defense Education Activity
DoDI	DoD instruction
DTD	domicile-to-duty
FAST	Federal Automotive Statistical Tool
FM	fleet manager
FMR	Financial Management Regulation
GSA	General Services Administration
GVWR	gross vehicle weight rating
IEP	individual education plan
LEA	local education agency
MVAC	motor vehicle air conditioners
NCR	National Capital Region
NTV	non-tactical vehicle
OF	Optional Form
OCONUS	outside the continental United States
SF	Standard Form
SUV	sport utility vehicle
TDY	temporary duty
U.S.C.	United States Code
USD(A&S)	Under Secretary of Defense for Acquisition and Sustainment
VAM	vehicle allocation methodology
VOC	vehicle out of commission

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this manual.

accessible (United States 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.

AFV. An NTV capable of operating on alternative fuels, 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 NTV 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.

agency. A department, independent establishment, or other unit of the Executive Branch of the Federal Government including a wholly owned U.S. Government corporation, in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the territories and possessions of the United States.

children with disabilities. Children ages 3 through 20, before graduation from high school or completion of the General Education Degree, who have one or more impairments, as determined by a school Case Study Committee, and who need and qualify for special education and related services in accordance with DoDI 1342.12 (Reference (al)).

clear and present danger. Highly unusual circumstances that present a threat to the physical safety of the employee or their property when the danger is real and immediate or imminent, not merely potential.

commercial design NTV. An NTV 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. Does not include in-house contractors.

commuting area. A specific geographic area formally designated for determining eligibility for transportation of dependent students to a DoD-operated school.

condition-based maintenance. For maintenance planners, condition-based maintenance is the disciplined approach to identifying and scheduling maintenance tasks through the continuous or periodic assessment of equipment condition using sensors or external tests, first-hand observation, or portable equipment.

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

DoDEA. A civilian agency of the DoD. It is headed by a director who oversees all agency functions from DoDEA headquarters in Arlington, Virginia. DoDEA's schools are divided into three areas, each of which is managed by an area director. There are two separate but parallel systems: the DoDDS overseas and the DoD Domestic Dependent Elementary and Secondary Schools (DDESS) in the United States.

DDESS. Schools (formerly known as Section Six Schools) operated by DoD within the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, and the possessions of the United States, including the Trust Territory of the Pacific Islands and Midway Island.

DD Form 448. A DD Form 448 cites funds for services to be performed and authorizes obligations and expenditures within specific dollar limitations after the receiving activity formally accepts the DD Form 448.

dependent school children (United States only). Those minor dependents of DoD personnel (and of members of other federal agencies when specifically indicated) attending primary or secondary schools, including, preschool, Sure Start, or kindergarten where this group or class is:

Conducted during the regular school year to provide educational experiences for the year immediately preceding the first grade.

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.

dependent. Defined in References (w) and (ac).

direct labor. All work, performed by DoD personnel, charged to the transportation function that can be identified to a particular NTV or group of NTVs, or other transportation equipment, at the time the labor is performed. Excludes cost of drivers.

DoDDS. Schools established by the DoD in overseas areas to provide primary and secondary education for minor dependents of DoD sponsors.

DoD dependent student. A minor dependent, in overseas areas only, who:

Is the dependent of a DoD sponsor, or who is a resident in the household of a DoD sponsor who acts as parent or guardian to such individual and who receives one-half or more of his or her support from such a sponsor.

Is authorized transportation at U.S. Government expense to or from an overseas area, if the DoD sponsor is military; or

Is an authorized member of the household of a DoD sponsor entitled to a living quarters allowance, as authorized by the DoDI 1400.25 (Reference (am) if the DoD sponsor is civilian.

Has not completed secondary school and is between the ages of 5 and 20 by December 31 of the current school year; or

Is disabled and is between 3 and 5 years of age by December 31 of the current school year, provided that the Director, DDESS, or designee, in his or her sole discretion, determines that adequate staff and facilities are available to serve such a handicapped child; or

Is a preschool-age child who will be 4 years of age by December 31 of the current school year, provided that the Director, DDESS, or designee, in his or her sole discretion, determines that adequate staff and facilities are available to serve such a child.

DoD sponsor. An individual who is either:

A member of the Military Services serving on active duty, or

A DoD civilian officer or employee paid from appropriated funds.

DoD sponsor (overseas areas only). A member of the Military Services (i.e., Army, Navy, Air Force, Marine Corps, Coast Guard) serving on active duty and stationed overseas, or a DoD civilian employee who is employed on a full-time basis, paid from appropriated funds, 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 in section 1101 of Title 8, U.S.C. (Reference (an)).

domicile. A place of residence, regardless of where located including government quarters, excluding TDY residences.

emergency. Circumstances that exist whenever there is an immediate, unforeseeable, temporary need to provide DTD for those employees necessary to the uninterrupted performance of the DoD mission. An emergency may occur where there is a major disruption of available means of transportation to or from a work site, an essential U.S. Government service must be provided, and there is no other way to transport those employees.

employee. An employee of an agency in either the competitive or excepted service or an enrollee of the Job Corps established by section 102 of Reference (s).

engineering equipment. Heavy-duty NTVs specially designed for executing construction or heavy loading tasks. Engineering examples include, but are not limited to: bulldozers, tractors, graders, loaders, excavators, backhoe, scrapers, compactors, and pavers.

executive department head. The principal officials of executive departments, who are appointed by the President and Senate-confirmed.

executive sedan. A large sedan as classified in Reference (k) as GSA Class IV.

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) and the employee's work day does not start at the employee's place of employment. The designation of a work site as a "field office" does not, of itself, permit the use of a U.S. Government passenger carrier for transportation.

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.

identification. Includes the legend "For Official Use Only," the name or title of the DoD Component by which the NTV is used, and the NTV registration number.

identification card. The U.S. Government NTV Operators Identification Card, OF 346, or an agency-issued identification card that names the types of NTVs the holder is authorized to operate. Contractors will not be issued an OF 346.

identification document. An official identification form issued by an agency that properly identifies the individual as a federal employee of the agency.

indirect labor. All work performed by civilian and military personnel charged to the transportation function that cannot be identified to a particular NTV or group of NTVs.

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 DoD Components.

intelligence. Terms used in connection with NTVs exempt from the identification provisions; the term, "security purposes," does not include internal security functions performed by DoD Components installation and activities.

LEA (United States 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.

light duty motor vehicle. Any motor vehicle with a GVWR of 8,500 pounds or less.

local public school (United States 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 dependent child resides.

maintenance. All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, 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 or between sub-installations.

NCR. Also known as "the Pentagon area." The District of Columbia; Montgomery, Prince George's, and Frederick counties in Maryland; Arlington, Fairfax, Loudon, and Prince William counties in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined area of said counties.

non-DoD schools. Schools including dormitory facilities, other than DoDDSs, 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 dependents when DoDDSs cannot provide an appropriate education.

NTV. Any commercial NTV, trailer, material handling or engineering equipment that carries passengers or cargo acquired for administrative, direct mission, or operational support of military functions. All DoD sedans, station wagons, carryalls, vans, and buses are considered "non-tactical." A self-propelled wheeled conveyance, that does not operate on rails, designed and operated principally for the movement of property or passengers, but does not include an NTV designed or used for military field training, combat, or tactical purposes.

NTV accident. An occurrence involving an NTV resulting from a collision with another moving or stationary object, an upset, falling or flying object, fire, flood, lightning, earthquake, or other acts of God. Mechanical failures resulting from operator abuse or negligence are not accidents under this definition.

official purposes. Any application of an NTV in support of authorized DoD functions, activities, or operations, consistent with the purpose for which the NTV was acquired.

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 is required to physically operate DoD NTVs.

operator inspection and service. Those maintenance inspections and functions performed by the operator, before, during, and after operation to ensure the NTV is safe and serviceable.

parent. A legal guardian or other person acting as a parent or guardian.

place of employment. Any place within the accepted commuting area where the person performs his or her 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, domicile, headquarters, or any place where the person is assigned to work, including locations where meeting, conferences, and other official functions take place.

pooling. A technique to ensure minimum assets are required to service the maximum number of requirements and to provide centralized control. NTVs are rotated to get an even distribution of mileage on similar NTV types at an installation.

private school (United States 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 State laws. It is primarily supported by other than public funds, and the operation of its program rests with other than publicly elected or appointed officials.

public education (United States only). Education that is provided at public expense, under supervision and direction of the LEA, 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.

regular means of transportation. Includes regular public school transportation, regular private school transportation, regular inter- 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.

safety aides. Adults with special training that equips them to supervise or assist students with disabilities or special needs identified in the IEP and special instructions provided by the transportation manager.

safety attendants. Specially trained adults whose primary responsibility is to oversee on-board student safety during the daily commute to and from school.

scheduled DoD bus services. Scheduled bus services provided by DoD Components, to include bus services contracted by DoD Components.

security vehicle. A light duty motor vehicle that is specifically approved in an agency's appropriation act for use in apprehension, surveillance, police or other law enforcement work or specifically designed for use in law enforcement. If not identified in an agency's appropriation language, a motor vehicle qualifies as a law enforcement motor vehicle only in the following cases:

A passenger automobile having heavy duty components for electrical, cooling and suspension systems and at least the next higher cubic inch displacement or more powerful engine than is standard for the automobile concerned;

A light truck having emergency warning lights and identified with markings such as "police;"

An unmarked motor vehicle certified by the agency head as essential for the safe and efficient performance of intelligence, counterintelligence, protective, or other law enforcement duties; or

A forfeited motor vehicle seized by a federal agency that is subsequently used for the purpose of performing law enforcement activities.

shuttle service. This fare-free service is established to meet DoD requirements and operates only in duty areas.

special purposes NTVs. NTVs used or designed for a specialized function.

State license. A valid driver's license that would be required for the operation of similar NTVs for other than official U.S. Government business by the States, District of Columbia, Puerto Rico, or territory or possession of the United States in which the employee is domiciled or principally employed.

Sure-Start. A developmental preschool program operated by DoDDS in selected communities. It is based on the goals used in the "Head Start Program" that provides comprehensive services in the areas of education, health, social services, and family involvement.

tactical vehicle. A vehicle designed to military specification or a commercial design NTV modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations.

taxi service. Transportation services provided by NTVs dispatched with drivers on an "on-call" basis without appreciable delay or the need for earlier arrangement for service. Taxi service NTVs may or may not be radio-equipped.

trailer. A large transport NTV designed to be drawn by a truck or tractor used especially in hauling freight by road. These trailers are required to have license plates and recorded in the appropriate accountability and license plate tracking systems.

United States. 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.