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Transportation

OFFICIAL USE OF GOVERNMENT VEHICLES

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This instruction implements AFI 24-301, Vehicle Operations, PACAF Supplement 1, and establishes local guidelines that address authorized and unauthorized use of government motor vehicles (GMVs) assigned to Misawa Air Base. This instruction aligns with USFJPL 125-2, Control of Traffic and Vehicle Operations, and 5 AFI 31-201, Motor Vehicle Operations in Japan. This publication applies to all Air Force organizations and tenant units that operate and control Air Force GMVs (owned or leased) on Misawa Air Base, Japan

1. Official Use of Government Vehicles.

1.1. Statutory law (40 U.S.C., Section 491) prescribes that DoD (DoD 4500.36-R, Management, Acquisition and Use of Motor Vehicles) establish an effective means of limiting the use of GMV to official governmental purposes. A government vehicle is defined as any motor vehicle owned, rented or leased by the government to include scooters. One simple rule applies with respect to official use of government vehicles: *Restrict the use of all DoD motor vehicles, including those rented or leased, to official purposes only, that is, uses that would further the mission of the Air Force. Providing a government vehicle solely or even principally to enhance the comfort or convenience of the member(s) is not permitted.* Unauthorized use of government vehicles often results in unnecessary expenditure of funds and public criticism. Although the major goal of the Vehicle Operations Flight is to provide quality support, commanders and vehicle managers must know vehicle use restrictions and ensure the base populace is knowledgeable on what constitutes official use. Refer requests not conforming to governing directives to the Vehicle Operations Flight chief or flight commander.

1.2. Official Use Violations. Vehicles are subject to towing, lock up and/or recall if found in an unauthorized location. Suspected incidents of vehicle abuse or misuse will be reported to the 35th Transportation Squadron, Vehicle Operations Flight, for investigation. Violators are personally responsible for their return transportation to base.

1.3. Priority of Transportation Services. When vehicle transportation is essential to the performance of official business, all individuals, regardless of rank, duty title or position will use the following methods in the order shown, to the extent they are available and capable of meeting mission requirements before requesting support from the 35th Transportation Squadron, Vehicle Operations Flight:

- 1.3.1. DoD-scheduled bus service, i.e., Misawa Military Mass Transit Service, services squadron's bus to Yokota AB, etc.
- 1.3.2. Scheduled public transportation.
- 1.3.3. DoD-owned, rented or leased motor vehicle.
- 1.3.4. Voluntary use of privately owned vehicle (POV) on a reimbursable basis.
- 1.3.5. Commercial taxicab on a reimbursable basis.

1.4. Making Official Use Determinations. When questions arise about official use of motor vehicles, they shall be resolved in favor of strict compliance with statutory provisions and the policies of this instruction. When guidance does not specifically fit a request for transportation support, commanders will use the following factors when making official use determinations:

- 1.4.1. Is the purpose of the trip official?
- 1.4.2. Does the request have the potential to create perception that will reflect unfavorably on the Air Force or cause public criticism?
- 1.4.3. Will the request impact on mission requirements?
- 1.4.4. Is commercial or DoD-scheduled transportation available? It is important to note that the Air Force does not provide transportation support that competes with commercial services to include the 35th Services Squadron.

1.5. Vehicle Misuse. It is the responsibility of all to report all suspected vehicle misuses to the 35th Transportation Squadron, Vehicle Operations Flight, at 226-9737/4405, during normal duty hours or 226-3328 after duty hours.

1.5.1. Misuse Investigation. When vehicle operations is notified, an initial joint technical assessment between the unit's Vehicle Control Officer (VCO) and fleet management personnel will be conducted using this instruction, Air Force directives and DoD regulations.

1.5.1.1. If joint assessment reveals a suspected misuse violation, the transportation commander forwards all allegations along with a technical assessment to the appropriate unit commander for investigation. The transportation commander may also request a written reply. If requested, the response must include actions taken to prevent reoccurrence of similar misuse cases.

1.5.2. Misuse Case Administration. All cases must be logged and filed for audit and reference purposes in fleet management. Case files must contain date of misuse, unit involved, case number, date VCO was notified and date the report was sent to the unit commander. An annual report will be compiled by 35 TRANS/CC and forwarded to 35 LG/CC for review. Report is due to 35 LG/CC NLT 15 Jan for the previous year's results.

2. CACV.

2.1. Currently, there is only one CACV authorization on Misawa Air Base: 35 FW/CC. There are no SECAF approved domicile-to-duty authorizations on Misawa Air Base. Incidental use of CACVs, to include travel to physical conditioning facilities, eating places, post office, cleaners, banks, etc., is authorized. This authority accommodates the commander's around-the-clock responsibility to assure immediate response and communications capability with the acknowledged need to accomplish certain tasks related to personal health and sustenance. This incidental use should be exercised reasonably and at no significant cost to the government. All other "official use" constraints, as described in AFI 24-301, Chapter 2, including the provision on spouse and family member travel, apply to CACVs. In case of leave or extended absence from the duty station, the commander passes CACV authority to the individual assuming overall responsibility. Vice/deputy commanders have no domicile-to-duty entitlement outside of that delegated to them through the transfer of a CACV in the commander's absence. In the event 35 FW/CC is on leave or on an extended absence from Misawa Air Base, the designated acting 35 FW/CC will assume CACV authority during the absence. This authority extends to any GMVs occupied by the acting commander.

2.2. Transportation of off-duty personnel from domiciles to official functions is prohibited as personnel may only be picked up at their place of employment. "Place of Employment", as defined in 41 Code of Federal Regulations 101-6.401(F), includes "locations where meetings, conferences or other official functions take place". As a result, only the SECAF, CSAF and officials with CACV authority are authorized transportation from their residence to such official functions. Other members may be picked up from their duty-related location for transportation to official functions.

2.3. The installation commander may authorize the 35th Operations Group Commander (35 OG/CC) to drive his /her vehicle to on-base quarters incident to the performance of his/her duties in connection with ongoing flight operations. This should not be interpreted as having CACV authority. The intent of the policy is to allow 35 OG/CC to go home to eat during ongoing flight operations without having to transfer to a POV. Vehicles will not be driven to quarters and parked overnight.

3. Authorized Uses of Government Vehicles (noninclusive):

3.1. Temporary Duty.

3.1.1. Transportation may be provided between lodging and duty sections for personnel on temporary duty when public or commercial facilities are inadequate or nonexistent. The temporary duty of an individual does not necessarily justify the use of a DoD motor vehicle. Use of the vehicle will always be predicated on need, distance involved and other conditions that justify their use. When an adequate DoD or commercial bus system is available, the use of any individual motor vehicle or commercial rental car is prohibited. When authorized, a GMV may be operated:

3.1.2. Between places of where the member's presence is required for official business or between such places and temporary lodgings.

3.1.3. Between places of business or lodging and eating establishments, drug stores, barbershops, places of worship, cleaning establishments and similar places required for sustenance of the member. Examples at Misawa Air Base include, but are not limited to, the commissary, AAFES facilities, any dining facility, Rising Sun Café, bowling and fitness centers, morale, welfare and recreation (MWR) facilities, golf course, ball fields, shoppettes, clubs and the theater. TDY personnel are prohibited from taking GMVs to military base housing or any location off-base unless

conducting official business or transiting to off-base lodgings. Use of motor vehicles for transportation to or from any other entertainment or recreational facilities is prohibited.

3.1.4. If used off-base, restrict the use of these vehicles to reputable eating establishments in reasonable proximity (5 km) to the installation. Do not take GOVs to bars, establishments selling pornographic material, nude dancing establishments, tourist shops, hunting, fishing, canoeing, skiing or sightseeing. Do not park at an appropriate establishment and walk to an establishment not approved for GOV use, i.e., park at a restaurant and walk to a bar across the street.

3.1.5. Permissive TDY. Members traveling in *Permissive TDY* status are not authorized dedicated appropriated funded motor vehicle transportation support, except those associated with base varsity sports teams. Members in this duty status may use publicized, regularly scheduled transportation services on a space-available basis. Do not provide a larger vehicle to accommodate space-available passengers.

3.2. Permanent Party.

3.2.1. Transportation may be provided to military and DoD civilian personnel only when officially taking part in public ceremonies, parades and military field demonstrations when approved by 35 FW/PA. An example is to provide transportation support to military and DoD civilian employees when "officially invited" to attend off-base ceremonies or meetings hosted by local officials. This is not to be interpreted as authority to transport a member's relatives, spouses or personal friends officially invited to attend activities such as retirements, promotions, awards ceremonies, dedications, funerals or any other similar functions.

3.2.2. GMVs may be used to transport civilian organizations to Misawa Air Base to participate in base activities in the interest of community relations when officially invited and approved by the installation commander. Examples would include transporting the *Taiko* drum groups to the base or providing support to Japanese scout troops coming to the base for officially sponsored jamborees, etc.

3.2.3. Active duty personnel may use GMVs to meet Air Force scheduled appointments, i.e., record checks, dental and hospital appointments, etc. Use transportation priorities specified in paragraph 1.2.

3.2.4. Transportation of family members is the responsibility of the sponsor. Dependents may use publicized, regularly scheduled shuttle buses or mass transportation services on a space-available basis.

3.2.5. Personnel conducting official off-base duties are authorized to stop at off-base eating establishments in the immediate vicinity of the off-base work site. This authority does not include eating or stopping at private quarters. Personnel are not authorized to stop at shopping or dining facilities on or in the close proximity of the installation while en route to off-base locations.

3.2.6. The use of GOVs for wing-sponsored events; i.e., open house, sports day, etc., is acceptable. However, the use of GOVs to support unit-level activities (group level and below) such as sporting events, picnics, fund raisers, car washes, attending professional and amateur sporting events, etc., is wrought with potential misuse scenarios and must be approved using the guidelines established in AFI 24-301, paragraph 9.8.

3.3. Dining. The installation commander may authorize personnel requiring emergency or rapid response capability to take a GMV to any on-base dining facility when necessary to meet the mission.

As a rule, transportation to dining facilities is an individual responsibility. Currently, airfield management emergency response personnel, emergency services ambulance crews, security forces personnel, fire department response crews and group commanders may take GMVs to any on-base dining facility in situations where the mission dictates and it will save government resources. Flight line personnel are authorized travel to and from the Falcon Feeder dining facility. This is not to be interpreted as authority to take a GMV to any other similar facilities.

3.4. PCS. During PCS moves, facility pets may be transported to the Air Mobility Command terminal, Misawa Airport or Misawa Train Station on a space-available basis if done without detriment to the mission. Size of scheduled vehicle will not be increased to accommodate the pet. It is the member's responsibility to ensure the pet is secure (leashed or caged) and any damage caused by the pet will be charged to the pet's owner.

3.5. Chapel Support. Chapel personnel are authorized transportation when performing official duties in the same manner as other mission-support activities. The installation staff chaplain is required to submit requests for transportation support of chapel program activities to 35 TRANS/LGTO at least 72 hours in advance of the date required. These activities include picnics, special groups, social activities, renewal activities, chapel youth trips or summer camps. Overnight trips require chapel personnel to be on officially funded orders. Otherwise, the trip is considered unofficial and, therefore, not authorized appropriated transportation. Transportation squadron vehicle operators used to support these programs must be funded by the chapel organization for all overnight trips. All other administrative chapel transportation support is provided the same as other organizations. Support of chapel program activities is predicated on the availability of vehicles and vehicle operators and can only be supported without detriment to higher priority missions.

3.6. Mental Health. The use of government vehicles is authorized to support mental health facilities when mental health patients are in outpatient status. Mental health must prearrange transportation support and such support must be part of patient therapy ordered by a medical physician. Medical personnel must accompany the patients.

3.7. Housing. Do not provide base-level transportation and operator support, to include U-Drive-It (UDI) vehicles, to individual members for the purpose of house hunting. UDI support maybe provided to the housing office to facilitate mass transportation movements. Support will be based on the availability of GMVs in relation to mission-support requirements.

3.8. Services and Family Support Center. Bus transportation in support of DoD-authorized services programs and family service center programs may be provided when such support is not detrimental to the Air Force mission. The installation commander is the approval authority; however, when available, nonappropriated funds (NAF) and commercial sources must be used before the Air Force assets are used. All requests of this type must be coordinated through services and transportation commanders. When approved, passenger pickup locations must not be from residential areas. Below are transportation support that requires this coordination and approval:

3.8.1. Base sports teams who officially represent the installation at scheduled events.

3.8.2. Base populace spectators attending local events in which a base-sponsored team is participating.

3.8.3. Visiting entertainers, guests and their supplies and equipment essential for the Morale and Welfare Program.

3.8.4. Base-sponsored tours and trips when operated on a nonprofit basis.

3.8.5. Scouting programs when part of the Youth Center (a signed charter with MWR).

4. Unauthorized Uses of the Air Force Vehicles (noninclusive):

4.1. Unless incident to the performance of official duty, do not use or park government vehicles at: commissary, base exchanges (including all concessions), bowling centers, officer and noncommissioned officer clubs, gymnasiums or any nonappropriated fund activity (i.e., golf courses, rod and gun clubs, etc.), unless approved in other sections of this chapter.

4.2. Do not provide exclusive assignment of Air Force vehicles (owned, rented or leased) to one official or employee based solely on grade, prestige or personal convenience.

4.3. Personal Business.

4.3.1. Unless authorized under paragraph 4. above, transportation to, from or between locations shall not be provided 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. Personal business includes, but is not limited to, trips to the post office, fitness centers, golf courses, bowling center, ball fields, commissary, BX facilities, shoppettes, clubs and the theater.

4.3.2. Members and their family members will not use government vehicle transportation for personal social engagements or personal business. Examples include personal trips to the golf course or Komaki Grand Hotel. However, they may use publicized, regularly scheduled transportation services on a space-available basis when it does not entail providing a larger vehicle to accommodate the space-available passengers. An example of this type of transportation support would be an individual riding space-available in a GOV already scheduled to go to the Komaki Grand Hotel.

4.3.3. As a rule, do not provide vehicle support to spouses at additional expense to the government when accompanying the member on official business. The spouse may travel with the member at added expense only when there is an unquestionable official requirement for the spouse to actually participate in the function.

4.4. Personal Property Movement.

4.4.1. Do not use the Air Force-owned, -rented or -leased vehicles for personal or government-directed household good moves.

4.4.2. Members are not provided vehicle support for moves related to dormitory renovation or commander directed relocations. Members facing such moves are authorized to receive all appropriate personal property shipping entitlements.

4.4.3. Installation commanders may waive this personal property shipping entitlement for emergency or unusual circumstances as set forth in Title 37 U.S.C., Section 406(e). Refer personnel requesting transportation support for household good moves to the Traffic Management Office.

5. Services Support. Bus transportation in support of DoD-authorized services programs, family support center (FSC) programs or private organizations may be provided when such transportation *can be made available without detriment to the DoD mission*. This support is limited to bus transportation only unless specifically noted otherwise. When available, NAF and commercial transportation sources will be used. Use transportation priorities specified in paragraph 1. in the order shown before requesting support from

35 TRANS/LGTO. All requests must be coordinated with 35th Services Squadron to determine if NAF vehicles are available and 35 TRANS/LGTO to determine if the request can be supported without detriment to the mission. The installation commander is the approval authority for this type of transportation support. Before transportation can be approved the requester must show that the priorities outlined in paragraph 1. were considered and a reasonable attempt was made to use them. Such services cannot be provided for domicile-to-duty transport. The following are examples of general mass transportation services that are routinely provided with or without driver when it can be made available *without detriment to the mission*:

5.1. Nonreimbursable.

5.1.1. Command- or base-sponsored varsity teams composed of personnel who *officially* represent the installation in scheduled events.

5.1.2. Military personnel or dependent spectators attending local events, on or offbase, in which a command- or base-sponsored team is participating. The local area is defined as the approved permissible operating distance.

5.1.3. Entertainers, guests and their supplies and equipment essential to morale and welfare programs. NOTE: Use of utility type vehicles, i.e., 1.5-ton covered trucks for cargo movements, are authorized.

5.1.4. Civilian groups such as the *Taiko* drummers or scout troops transported to Misawa Air Base in the interest of community relations when officially invited by the installation commander or other competent authority.

5.1.5. Base-sponsored tours and trips when operated on a nonprofit basis. Assets may be used only after mission requirements are met.

5.1.6. Special activities such as scouting programs are legitimate government programs entitled to appropriated and nonappropriated fund support when part of MWR activities programs (a signed charter with MWR). The key to providing support is that the organization must be part of the base youth activities.

5.1.7. Child development center-sponsored activities when vehicles and personnel are available without detriment to the mission.

5.2. Reimbursable.

5.2.1. Revenue Generating Organizations. Transportation may be provided to revenue generating organizations, special activities such as scouting programs (when not part of base youth activities) and private organizations such as unit booster clubs, i.e., Transportation Association. Such service shall be accomplished on a reimbursable basis. A fare, using the formula in AFI 24-301, Figure 9.1., is charged for all labor, operations and maintenance costs. Do not use vehicle acquisition costs when determining the fare.

5.2.2. Categories of NAF Programs. Refer to AFI 65-106, Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities, for information on activities by category.

6. Public Affairs. Reimbursable transportation support is authorized for community service programs as prescribed by AFI 35-201, *Community Relations*, when certified by the 35 FW Public Affairs Officer.

Assets may be used only after mission requirements are met and can be supported without detriment to the DoD mission.

7. Scooter Management. In accordance with AFI 24-301, paragraph 6.28., and PACAF Supplement 1, para 6.28.8., the 35 LG/CC is responsible for administering the wing's scooter management program. Official use vehicle guidelines apply to scooters just as they apply to other government-owned, -rented or -leased motor vehicles.

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