

**BY ORDER OF THE COMMANDER
HEADQUARTERS, 11TH WING**



AIR FORCE INSTRUCTION 24-301

**BOLLING AIR FORCE BASE
Supplement 1**

19 AUGUST 2002

Transportation

VEHICLE OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 24-301, 01 Nov 2001, is supplemented as follows:

This instruction outlines procedures and policies for vehicle operations. It applies to assigned and attached units on Bolling AFB and the surrounding area who require vehicular support from 11th Transportation Squadron.

1.2.5. All units with permanently assigned 11th Wing government motor vehicles will participate in the base "Top Wheels" competition and awards program. This program is outlined in BAFBI 36-6, 31 May 1996, which is under revision and will be processed as BAFBI 24-1.

1.2.5.2. HQ 11 LG/CC is delegated the authority to act as the Transportation Approving Authority for all transportation requests.

1.2.7.5. Permissible Operating Distance (POD) for Bolling AFB.

1.2.7.5.1. (Added) A 75-mile radius is established. All units/users shall obtain Dispatch operations approval to exceed the POD. Additionally, due to frequency of travel, the following locations are also included in the base's POD:

Dover AFB, DE
McGuire AFB, NJ
Langley AFB, VA
Fort Ritchie, MD
Site "R" (Blue Ridge Summit, PA)
Fort Indiantown Gap, PA
Albemarle, NC

1.2.7.5.2. (Added) Because of frequent travel requirements, the 11th Wing Staff, Arlington National Cemetery Chaplaincy, Det. 332, AFOSI, AF News, USAF Honor Guard, USAF Band, 11th Transportation and Security Forces Squadrons are exempt from any POD restrictions.

1.2.10.1. Radio Taxi customer waiting time is restricted to 15 minutes beyond the established pick-up time. Vehicle operators shall obtain approval from dispatch control before departing designated passenger pick-up locations.

1.2.10.3. Request Criteria: Dispatch Operations will ensure that the following information is annotated on all transportation requests prior to making a determination on whether government motor vehicle support can be provided:

Date(s) service required

Support Category: (Non-radio Taxi, Cargo, U-Drive It, Materiel Handling, Bus)

Operator support requirement: If applicable

Specific purpose: Customers should provide a detailed justification as to why the support is needed. Additionally, the duty status of personnel to be transported must be noted

Transportation Itinerary

Desired pick-up/drop-off location(s)/times. Provide specific addresses if known

1.2.10.3.1. The above support request criterion does not apply to the USAF Band, USAF Honor Guard and 11 WG/CCP. Support requests for these agencies are faxed directly to the vehicle dispatch section in spreadsheet format.

1.2.10.3.2. USAF Honor Guard members are authorized to eat and drink aboard motor vehicles with the understanding that at the conclusion of the trip, the assigned vehicle will be cleaned/swept by the Honor Guard members.

1.2.10.7. Commercial towing services should be utilized to tow Towing Privately Owned Vehicles (POVs) illegally parked for unreasonable periods of time and when no immediate hazard exists.

1.2.10.7.1. When directed by 11 SFS or other competent authority, the use of Air Force-owned wreckers is authorized to tow POVs when: vehicles are blocking fire lanes, facility access roads, driveways, impeding contracted services, presenting a safety hazard, security threat, or has an adverse impact on mission accomplishment.

1.2.11.1. 11 TRANS/LGTO is responsible for servicing the following vehicles:

HQ 11 WG/CC and HQ 11 LG/CC.

2.6.3. Transportation of active duty military members and DoD civilians taking part in 11th Wing-sponsored community and/or base activities in the interest of community relations may be provided. The availability of vehicles and operators may limit support. Requests must be submitted through the Chief of Public Affairs Office, Transportation Squadron Commander, and approved by the Logistics Group Commander.

2.7.3. Unless coincident to the performance of official duties, driving government motor vehicles to the base commissary, exchange (including all concessions), bowling center, Officer and Enlisted Clubs or any nonappropriated fund activity (i.e., Burger King) is prohibited.

2.7.3.1. Exemptions to this policy will be for the following:

2.7.3.1.1. Motor vehicles utilized by the 11th Security Forces Squadron.

2.7.3.1.2. 11th Medical Group (only authorized to take emergency/rapid response motor vehicles to the Bolling AFB military dining facility).

9.7.1.2. Only enlisted personnel residing in Blanchard Barracks or Cheshire Hall are authorized to utilize the base shuttle bus service from home to duty location.

9.8.1.1.5. Bus transportation may be provided for base/unit sponsored Professional Development trips. Personnel traveling in Permissive TDY status are not authorized transportation support.

WILLIAM A. CHAMBERS, Colonel, USAF
Commander