



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

ASKO-LYS

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 4-2

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Non-Tactical Vehicle Policy

1. REFERENCES:

- a. United States Code, Title 31, Section 1344.
- b. Department of Defense (DOD) 4500.36-R.
- c. DoD 5500.7-R.
- d. Army Regulation (AR) 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 August 2004.
- e. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005.
- f. Eighth Army Reg 58-1, Management and Use of Non-Tactical Vehicle, 1 March 2010.

2. PURPOSE: This policy provides guidance for all tenant units of U.S. Army Garrison-Yongsan (USAG-Y) on the policies and procedures for requesting, operating, and managing Non-tactical Vehicles (NTVs).

3. APPLICABILITY: This policy applies to all users of the 403rd Army Field Support Brigade (AFSB), Logistics Readiness Center (LRC) Yongsan Transportation Motor Pool (TMP). It applies to all organic and leased vehicles.

4. RESPONSIBILITIES: Installation Transportation Officer (ITO) will:

- a. Review and validate on a semi-annual basis all justifications for NTV Class B support (EA Form 189).

ASKO-LYS

SUBJECT: Non-Tactical Vehicle Policy

b. Review utilization mileage on a monthly basis and maintain a record of this review in TMP files. Unit with recalled Class B (monthly dispatch) privileges will request Class C (daily dispatch) type transportation support from the LRC-Yongsan TMP on a first come first served basis.

c. Act as approving authority for nonrecurring requests to exceed the permissible operating distance (POD) of 100 miles. Ensure the maximum use of commercial transportation for trips that exceed the POD.

5. POLICIES

a. Non-Tactical Vehicles (NTV) are for official use only (see paragraph 6).

b. All personnel will make maximum use of scheduled military shuttle bus service for local travel. Customers desiring NTV support must submit a vehicle request form to the LRC-Yongsan TMP.

c. If a recurring dispatch (Class B vehicle) is not dispatched (picked up) from TMP by 0900 on the assigned dispatch day, it will revert back to the pooled vehicle usage (Class C dispatch) unless previous coordination has been made.

d. All vehicles will be returned to the LRC-Yongsan TMP clean (washed and vacuumed) and ready to be dispatched. Mileage will be recorded at the end of dispatch by operator.

e. NTVs will not be used for off-road operations, tactical or field operations (to include exercises) or on unimproved dirt roads.

f. Use of cell phones during operation is prohibited, vehicle must be safely parked or a hands-free device utilized. Exceptions to this will be emergency responders, such as military police, ambulance, fire, Explosive Ordnance Disposal (EOD), and hazardous material responders executing an actual emergency response.

g. Staff sections of non-organic Eighth Army units are required to reimburse the TMP, LRC-Yongsan, in accordance with established Inter-service Support Agreements (ISSA).

h. Class C vehicle requests will be accepted no earlier than 30 days prior to requested date for use and not later than 72 hours prior to requested date of use. Vehicle requests are filled on a first come first served basis, Garrison Common Levels of Support have first priority.

ASKO-LYS

SUBJECT: Non-Tactical Vehicle Policy

i. Personnel requiring use of a Class C NTV for temporary duty that is more than 100 miles from home station will coordinate with the destination TMP for support.

j. TMP VIL Keys will be issued for Class C vehicles of short distance (not to exceed 100 miles round trip) requirement missions only.

k. Leasing NTVs is costly and will be kept to a minimum. Use of pooled NTVs, as well as use of existing shuttle services or commercial transportation, is required before considering leased NTVs. All requests for a lease of NTVs must be fully justified, endorsed by the first O-6 Commander or O-6 Staff Principal in the requesting unit's Chain of Command and submitted to the TMP. All requests for a lease will be accompanied with sufficient funds for the estimated cost of the lease.

(1) Long Term Lease: There will be a periodic review of all long term NTV leases conducted by the principal offices/units semi-annually and submitted to the Unit Resource manager. The Unit Resources Manager will then submit to LRC-Yongsan for forwarding to 403rd AFSB for approval.

(2) Short Term Lease: Short-term leases will not exceed 60 calendar days. Approval for short-term lease is the first O-6 level Commander or O-6 Principal Staff Officer in the Chain of Command.

(3) The using/requesting unit is responsible for commercially leased vehicles e.g. access pass to post, fuel keys, toll fees, traffic fines and damage repair costs.

I. Damaged Vehicles

(1) The using unit is responsible for all repair costs should damage occur to the NTV while under its control and any FLIPL actions or Statement of Charges against individuals.

(2) Liability will not be applied to the unit if it is determined that the fault was the result of:

(a) The negligent or willful act of a third party and the identity of the party can be reasonably established (for reimbursement purposes).

(b) Mechanical failure to which the unit did not negligently contribute to.

(c) Normal wear and tear that is expected in the operation of the vehicle.

ASKO-LYS

SUBJECT: Non-Tactical Vehicle Policy

(3) Damaged NTVs will be repaired and returned to operational status whenever economically feasible. The Maintenance Office will retain photographs of damages to supported vehicles in case the unit wishes to initiate a Financial Liability Investigation of Property Loss, DA Form 200 (FLIPL).

(4) Payment is required within 21 days from the responsible unit. Failure to take action within 21 days will result in revocation of dispatch privileges for all Class B and Class C NTVs for the unit and possible reassignment of the asset. To facilitate timely payment, units should take steps to ensure that:

(a) Accidents or unattended vehicle damages are immediately reported to the Military Police (MPs) or local law enforcement if off installation and these reports are transmitted to all concerned parties.

(b) Funds should exist for timely reimbursement of damages.

(c) Procedures are in place for the expedited processing of a FLIPL.

(d) The unit is responsible for providing a Work Breakdown Structure (WBS) or Military Interdepartmental Purchase Request (MIPR) if not in General Fund Enterprise Business System (GFEBS) for the cost of the repairs.

m. Bus Services

(1) Priority of boarding on official shuttle buses is as follows:

(a) Military personnel and DOD employees traveling between offices, troop billets, places of duty, and dining facilities work areas of the installation or activity during duty hours.

(b) DOD Contractor personnel conducting official defense business.

(c) Employees of non-DOD Federal Agencies on official business.

(2) The following personnel may be provided ridership on a space available basis:

(a) Off-duty Military personnel not in uniform or DOD Civilian employees.

(b) Family members of active duty personnel.

(c) Retirees.

ASKO-LYS

SUBJECT: Non-Tactical Vehicle Policy

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

(3) The number of passengers transported in buses will be restricted to the seating capacity.

(4) All pets must be secured in a pet carrier. If any rider is allergic to a pet, the owner and pet will be refused service. Pets will not be placed, transported or stored in the undercarriage.

(5) Bus drivers will ensure that:

(a) **All passengers are properly seated with seatbelts fastened before proceeding.**

(b) All cargo and baggage is properly secured.

(c) Bus undercarriages are locked at all times.

(d) Bus doors are locked when the operator is not present, unless passengers are on board.

(e) The bus is checked for foreign objects at the start and end of every run.

(f) All passengers must present military/federal identification when boarding the bus at a non-USFK-controlled installation stop e.g. Incheon Airport.

6. OFFICIAL USE OF NONTACTICAL VEHICLES

a. Official use is considered to be that transportation which is essential to successful completion of the mission and when its intended use is consistent with the purpose for which the vehicle was acquired (AR 58-1, paragraph 2-3. All transportation will begin and end at the transported individual's normal place of duty or other officially designated assembly area, not a residence/domicile.

b. Transportation may be provided to personnel officially participating in public ceremonies, military field exercises, and parades directly related to official activities. Transportation may also be provided to official ceremonies internal to the DOD Community such as change of command, promotions, retirements, and unit activations/deactivations.

c. Transportation may be provided to/from the airport for individuals traveling on official orders e.g. Permanent Change of Station (PCS), Temporary Duty (TDY), or

ASKO-LYS

SUBJECT: Non-Tactical Vehicle Policy

emergency leave.

d. Taking government vehicles home before the start of temporary duty travel and returning them after the completion of temporary duty travel is not authorized.

e. Transportation may be provided to medical appointments and record checks when directed by a competent authority and as a condition for employment. All such appointments should be scheduled by the Army and require a Soldier's attendance versus having a doctor appointment made by the Soldier (AR 58-1).

f. United States Code, Title 31, Section 1344, states that official purposes shall not include transportation between domiciles and places of employment. Exceptions to this statute must be granted in writing by the Secretary of the Army. Exceptions to this provision are as follows:

(1) Transportation may be provided between lodging and duty station for personnel on temporary duty (TDY) when public or commercial services are inadequate or nonexistent. The TDY status of an individual does not necessarily justify transportation by NTV; use of NTVs shall be based on need, distance involved, or other conditions identified in AR 58-1, paragraph 2-3 i.

(2) The TMP may provide visiting dignitaries and official visitors and their spouses NTV transportation necessary to accomplish their official business.

g. Transportation may be provided to support authorized activities such as installation sponsored athletic teams, MWR groups, patient therapeutic programs, and chaplain programs when it has been determined by the commander that failure to provide such service would have an adverse effect on morale of service members, family members, and DOD civilians. This service will not be provided to the exclusion of mission needs, and it will not be used to generate requirements for additional NTVs.

7. EXERCISE SUPPORT

a. All requests for NTV support during major exercises will be submitted to Eighth Army ACoS, G4, Plans and Operations Branch. Units must submit requests NLT the final planning conference for that exercise, usually 60-75 days prior to the exercise.

b. All NTVs should be returned not later than one week after the completion of the exercise.

8. RESTRICTIONS

ASKO-LYS

SUBJECT: Non-Tactical Vehicle Policy

a. The use of NTVs is not authorized for transportation over all or any part of the route between home and place of duty unless specifically authorized in DOD 4500.36-R, or exempted in writing by the Secretary of the Army.

b. NTVs must not be used for transportation to, or parked at Army and Air Force Exchange Service (AAFES)/Commissary/dining /Morale Welfare and Recreation facilities unless that employee is on official government business or TDY. Unit/activity commanders or their designated representatives must approve and submit all exceptions to this guidance in memorandum format to the TMP at a minimum of 24 hours in advance.

c. NTVs cannot be used for non-official DOD activities unless authorized; support may include, but is not limited to, permitting a service member to serve as an official guest speaker to express DOD policies, a PAO photographer to record the guest speaker, supplying an honor guard to present the national colors, or a military band to play the national anthem.

d. NTVs will not be used to pick up or deliver items that are required for any unofficial functions or activities such as office coffee funds or office luncheons.

e. The use of NTVs will not be provided when justification is based solely on rank, prestige, or personal convenience.

f. The consumption of alcoholic beverages, food or smoking while in U.S. Government vehicles is strictly prohibited.

9. PENALTIES FOR NTV MISUSE

a. Unit commanders are ultimately responsible for the proper use of all vehicles assigned to them. Commanders or their representatives will be given three (3) working days to investigate and provide a response to any alleged misuse and provide evidence of corrective action taken.

b. Once grace period expires (72 hours), the vehicle(s) involved will be placed on daily dispatch (0600-1900) until the unit investigation is reported to TMP. The following penalty schedule will be applied to a unit for all suspected cases of misuse, whether against the same vehicle or a different assigned vehicle.

(1) First Offense - The vehicle used to commit a violation will be placed on daily dispatch for 5 working days. Unit written response is required before full dispatch privileges are reinstated.

ASKO-LYS

SUBJECT: Non-Tactical Vehicle Policy

(2) Second Offense - Within one year of 1st offense - the misused vehicle will not be re-dispatched to the unit for a minimum 20 working days.

(3) Third Offense - Within one year of 2nd offense - dispatch privileges for vehicle will be revoked and the vehicle reassigned elsewhere. The unit can resubmit a new vehicle request six months from the date of the offense. That request will be fully justified and filled on an "as available" basis.

10. PENALTIES FOR EXPIRED DISPATCHES

a. Expired NTV dispatches will automatically be put on daily dispatch. Official Users or their Authorized Representatives will provide a written response by email as to why the NTV dispatch expired to the Motor Transportation Officer. Unit response is required before full dispatch privileges are reinstated.

(1) First Offense - Depending on the number of days late, the vehicle with the expired dispatch will be placed on daily dispatch five (5) or more working days.

(2) Second Offense - Within one year of 1st offense - the vehicle with the expired dispatch will not be re-dispatched to the unit for a minimum of 20 working days.

(3) Third Offense - Within one (1) year of 2nd offense - dispatch privileges for vehicle will be revoked and the vehicle reassigned elsewhere. The unit can resubmit a new vehicle request six months from the date of the offense. The request will be fully justified and filled on an "as available" basis.

11. OTHER PENALTIES FOR MISUSE OF DOD MOTOR VEHICLES.

a. Civilian Personnel - Any officer or employee of the Government who willfully uses or authorizes the use of any U.S. Government-owned or leased passenger motor vehicle except for official purposes as authorized by 31 U.S.C., Section 1344, or otherwise violates section 1344 shall be suspended from duty, without compensation, for not less than 1 month, and shall be suspended for a longer period or summarily removed from the office if circumstances warrant (31 U.S.C. 1349 (b)).

b. Military Personnel - who willfully use or authorize the use of any U.S. Government-owned or leased passenger motor vehicle except for official purpose as authorized by 31 U.S.C. Section 1344 may be disciplined under provisions of the Uniformed Code of Military Justice or other administrative procedures deemed appropriate.

ASKO-LYS

SUBJECT: Non-Tactical Vehicle Policy

12. The point of contact is the Installation Transportation Officer at DSN 738-3250.

A handwritten signature in black ink, appearing to read 'M. Eoff', with a stylized flourish at the end.

MARIA P. EOFF
COL, LG
Commanding

DISTRIBUTION:

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