

**Army Regulation 58-1**

**Motor Transportation-General**

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

**Headquarters  
Department of the Army  
Washington, DC  
12 June 2014**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 58-1

Management, Acquisition, and Use of Motor Vehicles

This rapid action revision, dated 12 June 2014--

- o Updates information addressing the use of nontactical vehicles to transport authorized personnel to transportation terminals; in consonance with Department of Defense's parent regulation (para 2-3i).
- o Refines guidance for the use of nontactical vehicles while a Service member is in a temporary duty status (para 2-3j).
- o Revises transportation to commercial and military terminals information; in consonance with Department of Defense's parent regulation (para 4-6).
- o Changes the proponent of this regulation from the Deputy Chief of Staff, G-4 to the Assistant Chief of Staff for Installation Management (throughout).

Effective 12 July 2014

## Motor Transportation-General

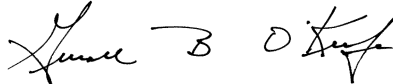
# Management, Acquisition, and Use of Motor Vehicles

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By Order of the Secretary of the Army:

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General, United States Army  
Chief of Staff

Official:



**GERALD B. O'KEEFE**  
Administrative Assistant to the  
Secretary of the Army

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

**Summary.** This revision prescribes Department of the Army policies, responsibilities, and procedures for the management, acquisition, and use of Army-owned, Army-leased, or otherwise controlled nontactical vehicles.

**Applicability.** This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve. It also

applies to all Department of the Army civilian employees, foreign nationals, and contractors employed by the Department of the Army.

**Proponent and exception authority.** The proponent of this publication is the Assistant Chief of Staff for Installation Management. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to the Director of Installation Services, Office of the Assistant Chief of Staff for Installation Management. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the Office of the Assistant Chief of Staff for Installation Management, (ATTN: DAIM-ISL). Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains management control provisions and identifies key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Office of the Assistant Chief of Staff for Installation Management, ATTN: DAIM-ISL, 600 Army Pentagon, Washington, DC 20310–0600.

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

**Distribution.** This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, Army National Guard/Army National Guard of the United States, and U.S. Army Reserve.

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\*This regulation supersedes AR 58-1, dated 10 August 2004.

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## **Glossary**

## **Chapter 1**

### **General**

#### **1-1. Purpose**

This regulation prescribes policies, responsibilities, and procedures for the management, acquisition, and use of Army-owned, Army-leased, or otherwise controlled nontactical vehicles (NTVs). This regulation implements Department of Defense (DOD) Directive 4500.36 and incorporates information for managing Commercial Design Vehicles, Federal Supply Classification 2300.

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

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

Abbreviations and terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

*a.* The Deputy Chief of Staff, DCS, G-4 (DCS, G-4) is responsible for establishing policy and procedures governing the authorization, acquisition, lease, loan, use, maintenance, reporting, and disposition of NTVs.

*b.* The Deputy Chief of Staff, G-3 (DCS, G-3) (DAMO-TR) is responsible for developing and implementing policy and procedures governing the selection, testing, and licensing of operators of NTVs.

*c.* Commander, U.S. Army Force Integration Support Agency (USAFISA) receives and processes all requests for changes in tables of distribution and allowance (TDA) authorizations for NTVs that exceeds the major Army command (MACOM) ceiling as defined in AR 71-32 and maintains associated authorization accounting data.

*d.* Commander, Tank-Automotive Command United States Army (TACOM), as delegated by Commander, Army Material Command (AMC), acting as the DCS, G-4 lead agent, conducts wholesale logistics management of the NTV program, to include—

(1) Performing as the national inventory control point (NICP) for Army-owned NTVs, determining quantitative NTV requirements.

(2) Performing as the national maintenance point (NMP) for Army-owned NTVs, including issuing of safety- of-use messages to report potential mechanical or safety hazards in NTV operations.

(3) Collecting, processing, and consolidating annual cost and performance data for Army-owned NTVs for submission to Headquarters, Department of the Army (HQDA).

(4) Developing NTV standards and technical specifications for use in procurement of nontactical vehicles.

(5) Providing current acquisition cost data to MACOMs not later than the end of each calendar year to provide a basis for repair determinations, retention decisions, and required report preparation.

(6) Collecting, processing, and consolidating Army annual nontactical vehicle requirements for submission to HQDA for budgetary purposes.

(7) Procuring Army-owned NTVs, in accordance with priorities established by TACOM, MACOMs, and Field Operating Agencies/Activities (FOAs), utilizing OPA or authorized funding. Procurement actions are processed in accordance with the DOD/GSA Agreement with the exception of procurement actions involving foreign manufactured vehicles or unique design domestic vehicles.

(8) Coordinate with other Services for the acquisition of or disposition of excess NTVs.

(9) Develop sources for acquisition of used NTV.

*e.* Commander, USAMC Installations and Services Activity (ISA) will be responsible for the inventory, issue, and disposal of U.S. Government license plates for commercially leased NTV to include a centralized registry of license plates issued.

*f.* USAMC Logistics Support Activity (LOGSA) will be responsible for providing centralized inventory management for all U.S. Army-owned vehicles to include—

(1) Assignment of U.S. Army registration numbers for use with Army-owned vehicles.

(2) Receiving, processing, and maintaining records and preparing required reports as provided by DA Pam 750-8, and chapter 5, AR 710-3.

*g.* MACOM commanders will—

(1) Exercise control and supervision over all NTVs assigned to installations, units, and activities within their respective commands.

(2) Establish and maintain records for NTV acquisition, inventory, authorization, distribution, operation, use, lease, maintenance, and cost and performance reports. This provision includes the timely and accurate submission of the SF 82 (Agency Report of Motor Vehicle Data). This Federal report is used to fulfill reporting requirements of the Energy Policy Act and is used by the Army program manager to support mandatory Congressional Budget displays.

(3) Conduct on-site NTV Management Surveys and inspections at a minimum of every four years. Include NTV management functions in internal audit programs.

(4) Establish a central registry of all assigned NTVs regardless of source. Ensure on-hand quantities of NTVs do not exceed approved authorization levels.

(5) Approve TDA changes that do not increase the total NTV authorization level for the MACOM. Any TDA changes that exceed the total NTV authorization level will be forwarded to USAFISA for processing and approval in accordance with AR 71–32.

(6) Ensure compliance with the Energy Policy Act goals and program and budget to acquire or lease Alternative Fueled Vehicles (AFV) at a rate of 75 percent of all eligible administrative use vehicles acquired or leased during the Fiscal Year. See paragraph 2–8 concerning AFV policy.

*h.* All commanders will develop and publish guidance or standing operating procedures (SOP) to implement established policy and procedures outlined in this regulation and other directives governing the acquisition and use of NTVs.

### **1–5. Applicable vehicles**

This regulation applies to all categories of Army–owned or controlled motor vehicles of commercial design as listed in EM 0007, Federal Supply Class (FSC) 2310, 2320, 2330, 2340, 2510 and 3990, whose mission is nontactical in nature. These vehicles are further identified by the Materiel Category Structure Code (MAT CAT) KM1PZ as listed in the Army Master Data File (AMDF). This regulation does not apply to commercially designed vehicles procured with nonappropriated funds or to civil works vehicles belonging to the Army Corps of Engineers. It also does not apply to commercially designed vehicles acquired under the provisions of AR 381–141 (C), and AR 381–143 (C).

### **1–6. Penalties for misuse of DOD motor vehicles**

The unauthorized or willful misuse of an Army–owned or controlled motor vehicle may be cause for disciplinary actions as follows:

*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 office if circumstances warrant (31 U.S.C. 1349(b)).

*b. 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 31 U.S.C. Section 1344 (31 U.S.C.) may be disciplined under provisions of the Uniform Code of Military Justice or other administrative procedures deemed appropriate.

*c. Financial liability.* Financial liability will be assessed against members of the Army (including members of the Army Reserve and National Guard) and Army civilian employees when Government property (including a motor vehicle) is lost, damaged, or destroyed, as a result of their negligence, willful misconduct, or deliberate unauthorized use.

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

### **1–7. Forms required**

Forms required by this regulation are available through normal Army Publishing Directorate (APD) publications supply channels. Activities and units may use printouts or automated forms provided they contain all the pertinent information provided on the manual forms.

## **Chapter 2 Operations and Management**

### **2–1. General**

*a.* Motor vehicle resources will be organized and managed to ensure optimum responsiveness, efficiency, and economy in support of mission requirements. The vehicle selected for an individual task will be the one best suited by virtue of size, configuration, and economy of operation.

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

(1) Scheduled Government bus transportation service.



- (2) Scheduled public transportation service.
- (3) DOD or DA NTVs.
- (4) Voluntary use of privately owned motor vehicle on a reimbursable basis.
- (5) Taxicab on a reimbursable basis.

c. Nontactical vehicles will be used to the maximum extent to meet general transportation requirements. They will not be used to compete with regularly scheduled commercial resources nor are they intended to be used for the personal convenience of individual service members.

d. Official business will be effected by mail, electronic mail, telephone, or other appropriate means whenever practical, to minimize use of NTV.

e. Driver selection, training, and licensing will be in accordance with AR 600–55.

f. Safety, accident prevention, and reporting will be in accordance with AR 385–10.

g. Loss or damage to Army–owned or controlled nontactical vehicles will be reported in accordance with AR 735–5.

## 2–2. Elements of NTV management

a. *Elements for operation and resource management.* The essential elements for operation and resource management for MACOMs, activities, and lower-level organizations authorized nontactical vehicles are listed below.

- (1) Provide pooling of vehicles consistent with mission application.
- (2) Establish procedures for vehicle assignment and use.
- (3) Establish centrally located dispatch points.
- (4) Be flexible to meet changing requirements.
- (5) Ensure prudent use of manpower, equipment and energy.
- (6) Provide for the collection of operational and usage data for inventory and allowance actions and cost and performance reports.
- (7) Provide for licensing and training of personnel.
- (8) Ensure the safety, security, and proper use of equipment.
- (9) Provide for rotation of vehicles where practical and economical to equalize equipment usage.
- (10) Ensure vehicles are operated in accordance with State and local traffic laws and safety regulations and Federal Highway Administration Regulations, or with applicable host nation directives OCONUS.
- (11) Provide scheduled bus service between activities when required to meet official duty requirements.
- (12) Buy fuel from lowest cost source, where possible, when using commercial refueling points. Self-service pumps will be used for refueling Government owned or controlled vehicles, if available.
- (13) Authorize the long- and short-term leasing of nontactical vehicles, where economical and practical.
- (14) Restrict use of enlisted soldiers or civilian personnel as assigned NTV operators for military officers or other Government officials to the minimum number necessary for mission accomplishment.

b. *Transportation coordinators.* The designation of transportation coordinators is an essential element in reviewing and validating requests for NTV support from pooled assets. Commanders will ensure transportation coordinators have been designated within host and/or tenant activities to review, consolidate, and oversee requests for NTV support forwarded to central dispatch points.

c. *Pooling.* Pooling of NTVs is a sound management tool designed to ensure optimum levels of vehicle utilization. Vehicles will not be assigned exclusively to any one person, unless the Secretary of the Army determines such assignment is essential to the accomplishment of the mission. Within the National Capitol Region, there shall be no individually assigned vehicles with drivers, except for the Secretary of the Army and the Chief of Staff, Army.

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

(1) *Class A – continuing assignments.* Personnel authorized class A assignments shall not use such vehicles for other than actual performance of official duties, nor shall such vehicles be reassigned to personnel not authorized or qualified to use them. This category includes two subcategories:

(a) Individuals designated by the Secretary of Defense.

(b) Individuals designated by the Secretary of the Army.

(2) *Class B – recurring dispatch.* This category includes those NTVs assigned on a daily recurring basis for conducting official business. These NTVs will not be assigned for convenience so as to avoid the use of pool vehicles (class C assignment). As a general rule, class B dispatches should not exceed 50 percent of an installation or activity’s NTV fleet. Documentation for class B dispatches shall contain specific rationale for the vehicle and identify why scheduled bus, taxi systems, or class C vehicles will not satisfy the requirement.

(3) *Class C – pooled vehicles.* All Army motor vehicle resources not covered under class A and B assignments, shall be pooled for performance of services on an on-call basis and to provide a general fleet of vehicles for transportation support. Class C resources are normally expected to accommodate the bulk of installation or activity administrative transportation requirements. Within this category, the following subcategories are included:

(a) *On-call dispatches.* On-call dispatch is for those services that can be performed by the dispatch of a vehicle for short periods of time, generally less than one day. This includes the dispatch of a pool taxi vehicle. This type of service responds to transportation requirements of an intermittent nature and can consist of radio dispatch vehicles. Military taxi service is provided solely to accomplish short-term, point-to-point missions of an official nature and will not be implemented or used for personal convenience. Additionally, military taxi service will operate only within locally prescribed specific area limits.

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

(c) *U-Drive-It service.* NTVs in this category are pooled vehicles, usually passenger and light cargo vehicles, made available to using organizations and activities for nonrecurring transportation missions and operated by personnel assigned to the requesting unit or activity. The U-Drive-It program reduces operator costs and eliminates driver waiting time. Dispatch periods may range from short single trips to those for temporary duty travel. U-Drive-It services also may be used to meet peak workloads and one-time requirements or to provide vehicles of special design. Local transportation motor pool (TMP) Standing Operating Procedures (SOPs) must clearly outline "U-Drive-it" operators' responsibilities regarding preventive maintenance checks and services, dispatch procedures, and after-operations checks and services.

e. *Permissible Operating Distance (POD).* Since it is usually more economical to use the services of commercial carriers for the transportation of personnel and cargo to destinations outside the immediate area of the activities, a one-way distance of 100 miles has been selected as a guide upon which to base permissible operating distance for motor vehicles. Government transportation will not compete with commercial sources for such transportation. Commanders of installations/activities authorized nontactical vehicles may establish a larger POD pursuant to the needs of the command.

f. *Parking and garaging of vehicles.* As a general rule, Army NTVs will be garaged or parked on the installation where assigned. They will not be parked in quarters areas or at the homes of users unless such personnel are specifically authorized domicile-to-duty (D-T-D) transportation. Auxiliary parking areas will not be established adjacent to housing areas or billets permitting circumvention of the general prohibition against Government-furnished D-T-D transportation. When away from the installation on official business, NTVs will be garaged or parked at other Federal, State, or local Government parking sites to the fullest extent possible. In the absence of such facilities, NTVs may be garaged or parked at commercial lots where safety and security of the vehicles are enhanced.

## **2-3. Official use of NTVs**

The use of Army-owned or controlled nontactical vehicles is restricted to official purposes only. The Army reserves the right to make certain provisions of NTV use more restrictive than the current DOD policy. Unless specifically stated within that policy, or within this regulation, the current DOD policy will apply. The following provides guidance for determining whether certain events have an official purpose.

### *a. Official ceremonies.*

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

(2) Official ceremonies (for example, changes of command, promotions, retirements, unit activations/deactivations) are not considered public ceremonies. These activities are considered official business internal to the Army community. Attendance by the Army community is encouraged and we should not make it difficult for colleagues and peers, who by their very presence, improve the morale and spirit of the Army. For that reason, the use of a Government owned vehicle(s) (GOV(s)) to attend such activities should be managed and not discouraged. By managed, it is the intent of this policy that 10 sedans should not come from one installation to attend an official function when a 15 passenger bus would accomplish the mission. There will be occasions, such as an after event meeting, when group transportation is not feasible, and multiple vehicles to the event are necessary. It is the responsibility of the garrison commander to monitor and correct abuse of this policy.

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

b. *Transporting.* The spouse of a Government employee may be transported in an Army motor vehicle only when accompanying the military member or civilian employee in the Government vehicle. Such use will be authorized beforehand to accomplish official business, and depends on space available (DOD 4500.36-R, paragraph 2-5g). The

ordering of additional or larger vehicles to take advantage of the spouse transportation provision will be considered misuse.

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

*d. Transportation.* Transportation to or from an appointment scheduled by the Army that requires a soldier's attendance versus a doctor's appointment made by the soldier. For example, records checks, physical, dental or hospital outpatient appointments, are considered official use for active duty military personnel, cadets, and for DOD civilian personnel when directed by competent authority and as a condition for employment. If possible, regularly scheduled shuttle bus service or public mass transportation should be used.

*e. Authorized activities.* Transportation may be provided to support authorized activities such as installation sponsored athletic teams, morale, welfare, and recreation 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.

*f. Emergency leave transportation.* When approved by the commander, Army personnel and their family members on emergency leave may be provided Government transportation to travel to the nearest commercial transportation site to ensure arrival at the port of embarkation prior to the departure of the first reasonable available flight, bus, or train. Prior to approval, the commander will make a determination whether commercial transportation is adequate. Nontactical vehicles normally will not be provided on return trips to the unit of assignment.

*g. DoD family advocacy programs.* Transportation may be provided to support DOD family advocacy programs.

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

*i. Transportation terminals.* NTVs owned or otherwise controlled by the DOD may be used for trips between domiciles or places of employment and commercial or military terminals only when at least one of the following conditions is met:

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

(2) Used by individuals authorized domicile-to-duty transportation, for example, Secretary of the Army or the Chief of Staff, Army;

(3) Necessary because of emergency situations or to meet security requirements;

(4) Terminals are located in areas where other means of transportation are not available or cannot meet mission requirements in a responsive manner;

(5) Authorized in the Pentagon Area (formerly referred to as the National Capital Region) by Department of Defense Administrative Instruction (AI) Number 109.

*j. Temporary duty.*

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

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

## **2-4. Restrictions**

*a.* Vehicles will not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.

*b.* Official motor vehicle transportation requirements do not include: transportation to private social functions; personal errands or side trips for unofficial purposes; transportation of dependents or visitors without an accompanying official; or in support of non-DOD activities unless specifically approved under the provisions of Army Regulations.

*c.* Government vehicles must not be used for transportation to or be parked at commissaries, post exchanges (including all concessions), bowling alleys, officer and noncommissioned officer clubs, or any nonappropriated fund activity unless personnel using the vehicles are on official Government business or temporary duty travel (TDY).

*d.* NTVs will not be used to transport personnel over all or any part of the route between their domiciles and places of duty or employment, unless specific prior authorization is received (See chapter 4, Transportation between domicile and place of employment).

(1) This does not, however, preclude movement of groups of enlisted soldiers between troop billets and duty areas

when the commander determines that such movement is incident to the performance of duty. Paragraph 5–2 provides additional guidance on this issue.

(2) Additionally, domicile-to-duty (D-T-D) transportation for certain groups of Army employees may be provided during public transit strikes, transportation stoppages, or emergency conditions. Chapter 4 contains procedures to be followed when requests for such transportation are initiated.

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

*f.* Army-owned or controlled vehicles leased from General Services Administration (GSA) or commercial sources for BASOPS support will not be transported from any installation nor used by any unit for the purpose of augmenting TO&E equipment shortfalls for any deployments. Neither will NTVs be used for the storage of cargo for any deployment. Installation assets are procured or leased for the benefit of installation activities/agencies and not as a supplement to military equipment.

## **2–5. Utilization goals**

The data at figure 2–1 represents average Army standards for determining the effective utilization of passenger-carrying and general purpose NTVs. Special purpose NTVs, selected passenger-carrying and general purpose vehicles used in support of intelligence, investigative, and security missions, ambulances, electric motor scooters, general purpose vehicles used for special trades (for example, plumbing and electrician vehicles), and vehicles used in limited use geographic areas or areas considered hazardous to vehicles (for example, Panama and Kwajalein) are exempt from these standards. Instead, geographic areas and mission requirements will be applied. Nontactical vehicle management surveys will apply these goals when determining NTV utilization. Mission requirements, installation size and location, energy conservation programs, and availability of alternative transportation resources will also be considered when reviewing NTV utilization. In any case, NTVs will not be operated only to achieve utilization goals.

## **2–6. Utilization record**

DD Form 1970 (Motor Equipment Utilization Record) is the basic source for data on the use of NTVs and will be prepared in accordance with the instructions contained in DA Pam 750–8. Installations using locally-developed or MACOM standard equipment management systems to computerize NTV dispatching may substitute local or MACOM prescribed forms, provided the elements of data from the basic forms are captured.

## **2–7. Incidental use of motor vehicles**

Section 503 of Public Law Number 101–194 provides that the Secretary of the Army, or designee may establish policy on appropriate conditions for the incidental use, for other than “official” business, of vehicles owned by, or leased by the Army. This authority will be used only when such transportation is clearly in the interest of the Army. The use of a Government-owned or -leased vehicles by Army employees to obtain a commercial drivers license required by State and Federal statute for employment is authorized. All other authorizations must be approved by the Deputy Under Secretary of Defense (Logistics), (DUSD–(Logistics)) or his/her designee.

## **2–8. Alternative fueled vehicles**

The Energy Policy Act (EPACT) requires that 75 percent of all eligible (sedan and light duty trucks) CONUS vehicles acquired or leased by an activity within a Fiscal Year, be AFV. This requirement includes vehicles leased from commercial rental agencies. DALO–TSP determines the Army-wide percentage of vehicles that fall outside of the Metropolitan Statistical Area (MSA) for determining AFV requirements and other exemption provisions for the purpose of compliance with the Act. MSA are used to determine the number of vehicles eligible under EPACT. However, all CONUS activities either inside or outside of a MSA need to acquire AFV in support of EPACT. Even OCONUS use of AFV can contribute to meeting the EPACT goal. Local availability of alternative fuels does not preclude bringing AFV into the Army fleet. However, the selection of AFV may be predicated on future availability of fuels by type and potential local community and private sector involvement.

## **2–9. Sport utility vehicles**

*a.* Sport utility vehicles (SUVs) are a relatively new class of vehicle with four-wheel drive and an off-road capability that make the vehicle ideal for police, range support, and other off-road duties that require physical abilities exceeding those of a sedan or truck. SUVs are also necessary to more safely handle certain types of road conditions in inclement weather. However, SUVs cost more to buy or lease. As a class, the SUVs have a poor miles per gallon rating, and the vehicles currently are not designed to use an alternative fuel. In addition, SUVs are generally considered a status symbol.

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

(2) Army activities are required to use the smallest, most fuel efficient vehicle capable of meeting agency needs. Specifically, where a class II sedan or light duty pickup truck will meet mission requirements, a larger and more prestigious SUV will not be acquired, leased, or used.

(3) Commanders of MACOMs are responsible for approving SUV requests by installations and activities for high-end SUVs or any SUV that has a maximum gross vehicle weight that is greater than or equal to 5,000 pounds. MACOMs and commanders should seek to limit the use of such high-end and costly SUVs. Criteria are found in the Federal Vehicle Standards 20XX at: <http://pub.fss.gsa.gov/pub/vehicle-standards.html>.

b. Exceptions to the MACOM approval requirement include—

(1) SUVs that are available as alternative fueled vehicles.  
 (2) SUVs that are used directly and specifically for police, fire, rescue, criminal, investigative, and intelligence activities.

(3) Recruiting and military entrance processing activities in areas where snow, sleet, and freezing rain would terminate the mission for lengthy periods.

c. Except for special requirements such as inclement weather conditions and off-road use, SUVs will not be used exclusively as passenger-carrying vehicles when a sedan, van, carryall, bus, taxi, privately owned vehicle (reimbursable), or public transportation would meet mission requirements.

<b>Annual Utilization Goals</b>	
<b>Average Annual Mileage</b>	<b>Item Utilization Goals</b>
Ambulances,	N/A
Sedan, All. (Includes Kit Ready Sedans)	10,000
Sedan, Modified.	10,000
Station Wagon, All.	10,000
Bus, Body on Chassis, to 37 adult pax	12,000
Bus, Body on Chassis, over 37 adult pax	15,000
Bus, Integral	25,000
Truck, 1/4-3/4 Ton, under 7,000.GVW Includes carryalls, minivans, pick-ups, etc.)	10,000
Motorcycle	5,000
Scooter.	3,000
Truck and Truck Tractor, 1 and 2 Ton, 7,000 to 18,999 GVW	12,000
Truck and Truck Tractor, 2 1/2 to 4 Ton, 19,000 to 23,999 GVW	10,000
Truck and Truck Tractor, 5 to 10 Ton, 4,000 to 39,999 GVW	12,000
Truck and Truck Tractor, 11 Ton and over 40,000 and up GVW.	25,000
Trailers and Semi-Trailers	N/A

Figure 2–1. Annual Utilization Goals

## 2–10. Reimbursement for damage to NTV

The using unit or activity responsible for the vehicle at the time of the accident/incident will be required to bear the full financial responsibility for loss or billable damage to Army-owned vehicles, or vehicles leased from GSA or other lessors.

a. The using unit/activity will not be held responsible for damages to the vehicle if it is determined that damages were the result of—

(1) The negligent or willful act of a party other than the unit/activity (or the employee of that unit/activity) to which the vehicle was assigned or issued, and the identity of the party can be reasonably established. For example, swerving to miss a deer does not absolve the organization from damages.

(2) Mechanical failure of the vehicle, and the using unit/activity or its employee was not negligent. Proof of mechanical failure must be submitted.

(3) Normal wear and tear that is expected in the operation of a similar vehicle.

b. Units/activities will be billed for the total cost of all damages resulting from neglect or abuse of assigned or issued NTV.

c. If a unit/activity is responsible for damages, it will bear all cost for removing and repairing the vehicle. If the

vehicle is damaged beyond repair, the unit will be charged all costs, including fair market value of the vehicle less any salvageable value.

## **Chapter 3**

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

#### **3-1. General**

This chapter outlines DA policy and procedures for the authorization, acquisition, distribution and redistribution of NTVs. Included are procedures for both short-term and long-term leasing of vehicles from commercial sources, and permanent leasing of vehicles from General Services Administration (GSA) Interagency Fleet Management System (IFMS) or commercial sources.

#### **3-2. Technical information**

NTVs are identified in EM 0007, by a line item number (LIN) and national stock number (NSN), and are centrally managed by TACOM. These vehicles are further identified by the Materiel Category Structure Code (MAT CAT) KM1PZ as listed in the Army Master Data File (AMDF). They are not depot-stocked items of equipment and may not be requisitioned through the Army Supply System. NTV requirements are established by authorization documents and satisfied by centralized procurement or leasing actions.

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

*a.* NTV authorizations are established for installations and activities by Tables of Distribution and Allowance (TDAs) and Joint Tables of Allowances (JTAs). Applicable regulations are AR 71-32 and AR 1-75 respectively.

*b.* Changes to installation, activity, and unit TDA authorizations for NTV are processed per AR 71-32 and submitted to the MACOM on DA Form 4610-R (Equipment changes in MTOE/TDA) for processing and approval. MACOMs will forward requests for increases in authorizations that exceed the MACOM ceiling to U.S. Army Force Integration Support Agency (USAFISA) for processing. Final review and approval authority for authorizations that exceed MACOM ceiling is HQDA (DALO-TSP).

*c.* Permanently leased vehicles from GSA IFMS under an approved memorandum of understanding and permanently leased vehicles from commercial sources must be authorized on authorization documents in accordance with AR 71-32. Ensure that authorization documents contain the appropriate "standard remarks" code from AR 71-32, indicating vehicles are rented or leased from Government agencies or commercial sources.

#### **3-4. Requirements**

*a.* The number of NTV authorized for Army activities is limited to those needed to provide essential nontactical transportation, maintenance, and service support. NTV maintained for emergencies, contingencies, maintenance floats, and depot stocks are not authorized and will not be included in organization TDA documents. Mobilization reserve NTV may be provided only when specifically approved by the Secretary of the Army.

*b.* The quantity of NTVs to be authorized for Army activities is determined by mission requirements. When analyzing requirements for Army-owned or -leased vehicles, activities must consider how vehicles will be utilized, estimated mileage utilization, hours/days of operation, geographic location, and alternate sources of vehicles.

*c.* Army-wide NTV replacement requirements are based on comparison of the quantities and types of vehicles listed by LIN in approved authorization documents with the on-hand quantities, age, mileage, and condition of corresponding types of Army-owned NTVs listed in verified inventory reports. Installations and activities submit the Annual NTV Requirements Review, DA Form 3665 (Annual Commercial Design Motor Vehicle Requirements Review)(RCS CSGLD-1577), which contains Army-owned fleet profile data, inventory, and new or replacement requirements, to their MACOM. MACOMs will consolidate and prioritize requirements and forward a consolidated report to Commander, TACOM, ATTN: AMSTA-IM-FTVD.

#### **3-5. Acquisition policy**

Section 15301-15313 of Public Law No. 99-272, Consolidated Omnibus Budget Reconciliation Act, (1986), indicates that acquisition of motor vehicles should be from the most cost-effective source, which may be by purchase, commercial lease, or assignment of GSA-acquired vehicles (for example, the GSA IFMS), or by any other method less costly to the Government. Full cost methodology must be used to determine the cost effective method. (See appendix B.)

#### **3-6. Procurement policy**

*a.* The Army procurement program is developed from the annual requirements review, which identifies current and projected requirements from MACOM submissions of 1577 reports. Annual requirements are consolidated and prepared by TACOM and submitted to HQDA for inclusion in the Army's budget requirements submission to Congress.

Acquisition of vehicles is based upon receipt of appropriated funds and authorization to procure vehicles contained in the annual Appropriation and Authorization Acts.

*b.* Congress annually establishes the maximum number of passenger-carrying NTVs to be procured for that fiscal year (FY), to include heavy armored vehicles (HAV), and places statutory limitations on cost expenditures for sedans and station wagons. Only sedans of the GSA categories listed below may be authorized and acquired.

- (1) Class IA – small.
- (2) Class IB – subcompact.
- (3) Class II – compact.
- (4) Class III – midsize (note restriction).
- (5) Class IV – large (note restriction).

*c.* Normally, authorizations for NTVs are restricted to the first three categories listed above.

*d.* Large sedans, class IV, are authorized only for the DA officials listed below and for visiting officials of comparable rank from foreign countries:

- (1) Secretary of the Army
- (2) Chief of Staff, Army
- (3) Four-Star Commanding Officers (Domicile-to-Duty is not authorized).

*e.* Only the Secretary of the Army or, in very specific cases, a designee may approve authorization and use of class III sedans as essential to the MACOM mission. This may include use of specific types of alternate fuel vehicles (AFV) to demonstrate leadership support and encourage establishment of support infrastructure for use of AFVs. In the cases of military police and security protection vehicles, authority for class III sedan approval has been delegated to the MACOM Commander.

*f.* Personnel requiring class IV vehicles for protective services must obtain advance approval for their use from The Secretary of the Army. The requesting official must successfully demonstrate to the Secretary of the Army that the use of a smaller vehicle will not meet the protective mission requirement.

*g.* Policy, procedures, and reporting requirements for the DOD Nontactical Armored Vehicle Program can be found in Department of Defense Instruction C-4500.51(C), DOD Non-Tactical Armored Vehicle Policy (U).

### **3-7. Specifications**

*a.* All Army procured NTV must be limited to the minimum body size and maximum fuel efficiency vehicle options and shall meet Environmental Protection Agency (EPA) emission standards, unless they are alternative fueled vehicles. Limitations apply to:

- (1) Vehicle engine size.
- (2) Maximum fuel efficiency.
- (3) Minimum equipment necessary to meet the intended operational use of the vehicle.

*b.* Standard Commercial Vehicle Packages with standard vehicle options will be procured whenever economically beneficial and the packages meet all of the mission requirements for the NTV.

*c.* Requests for a nonstandard NTV will be based on economy, safety, efficiency, and suitability of the vehicle for the purpose intended. The following will be considered:

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

### **3-8. Distribution**

*a.* Upon receipt of approved allocations from TACOM, MACOMs will, based on their prioritized requirements, furnish TACOM specific vehicle options and detailed shipping instructions. As a minimum, shipping instructions will include the following information.

- (1) Document number, consisting of the MACOM Department of Defense Activity Address Code (DODAAC), Julian Date, and serial number.
- (2) DODAAC of “ship to” (supplementary address).
- (3) Vehicle delivery (freight) street address of (2) above.
- (4) For OCONUS shipments, the APO and port designator code.
- (5) Point of contact and telephone number.

*b.* Distribution of newly procured vehicles is normally by direct shipment from manufacturers, and contractor bids

include appropriate shipment costs. Changes made to initial destinations may result in delays in contract performance and in higher costs to the Army. Therefore, requests for changes after contracts are awarded will be kept to a minimum, and exceptions should only be forwarded to TACOM when essential to the command's mission.

*c.* Requests for procurement of indigenous vehicles will include:

- (1) Document number, consisting of the MACOM DODAAC, Julian date, and serial number.
- (2) Unit Identification Code and DODAAC of the activity authorized the indigenous vehicle.
- (3) Point of contact, mailing address, and commercial telephone number of the contracting activity initiating procurement.
- (4) Point of contact, mailing address, and commercial telephone number of the activity authorized the vehicle.
- (5) MACOM point of contact and telephone number.

### **3-9. Redistribution**

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

*b.* MACOMs will apply redistributable NTVs against shortages in approved authorizations or as replacements for NTVs eligible for retirement. Consideration will be given to vehicle condition, remaining life expectancy, and the transportation costs involved, prior to affecting redistribution.

*c.* Serviceable vehicles (condition code B) that cannot be redistributed within the MACOM will be reported to TACOM for further disposition instructions. MACOMs are authorized to issue disposition instructions for disposal of vehicles reported for redistribution to TACOM after 30 days if redistribution instructions have not been received from TACOM.

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

*a.* Subject to availability of funds, commanders of installations/activities may lease or hire NTVs on their own authority on a short-term basis without regard to current vehicle authorizations when:

(1) The lease is on a one time basis and will not exceed 60 consecutive calendar days for peak load or seasonal requirements.

(2) The short term lease is the most effective method for the Government to support the requirement.

(3) Local laws or Status of Forces Agreements preclude use of Government-owned vehicles.

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

(1) Loan from other Government agencies.

(2) Use of privately owned vehicles (POV) on a reimbursable basis.

(3) Lease or hire directly from commercial sources.

*c.* In CONUS and USAREUR, commanders will confirm with the local GSA region that the requirement for additional vehicles cannot be met through the requesting activity's IFMS account prior to leasing with commercial sources.

*d.* Under no circumstances will an installation/activity execute back-to-back 60 day leases in order to circumvent the 60 day limitation on short-term leases. If a surge requirement is expected to surpass the 60-day mark, and the requirement remains valid, permission to extend the lease must be secured, through command channels, from the MACOM.

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

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

*a.* Subject to availability of funds, MACOMs may approve leases of NTVs from commercial sources for up to 12 months (365 days), with the following stipulations:

(1) The requirement must be in support of an approved TDA authorization or a numbered research, development, test, and evaluation (RDT&E) project for which a vacancy exists, or to support mobilizations, contingency operations, national emergencies and operations other than war.

(2) The requirement cannot be met through centralized procurement channels.

(3) The total number of NTVs leased is 25 or less at each subordinate installation/activity;

(4) The total lease cost does not exceed \$150,000 per year at each subordinate installation/activity.

(5) A record of all long term lease approvals must be retained by the MACOM for audit purposes.

*b.* MACOMs must secure prior approval from DALO-TSP before executing long-term NTV leases for more than 25 vehicles or when the total lease costs exceed \$150,000 at any subordinate installation/activity, or leasing requirements exceed 12 months.

*c.* NTVs leased from commercial sources for more than 180 consecutive days will be identified and marked the same as Army-owned vehicles, unless exempted from Army markings, and will be accounted for in accordance with



AR 710–2. Registration numbers are not assigned to leased NTVs. Leased vehicles will not be repainted to conform to any Army painting specifications. The application of markings on vehicles and their removal will be agreed on by the furnishing agency and leasing activity. Magnetic or other temporary methods may be used to preclude removal costs. Specially designated license plates can be assigned to leased NTVs by USAMC Installations and Services Activity.

*d.* For hire solicitations and resulting contracts will provide insurance coverage as prescribed by Government acquisition regulations. All maintenance on hired vehicles will be performed by contractors unless it is more economical or militarily necessary for the Army to perform this service. Insurance will not be purchased for Government-owned vehicles, except when required by host nation laws or agreements.

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

### **3–12. GSA owned vehicles**

*a.* The policy and procedures for the operation of GSA IFMS vehicles are governed by the following, in order of precedence:

- (1) Statutory guidance.
- (2) Federal Property Management Regulations (FPMR).
- (3) Applicable DOD and DA regulations.
- (4) MOUs relating specifically to consolidation.

*b.* NTVs owned by GSA as part of the IFMS and assigned to Army activities based on approved Memorandums of Understanding (MOU) will not be considered long-term leased vehicles. These vehicles are considered permanently leased and will be treated as Army assets and will be accounted for as prescribed in AR 710–2.

*c.* For those installations/activities that desire only to obtain additional vehicles from GSA IFMS, under an approved MOU, and have no vehicles to transfer to GSA, the action can be accomplished by providing the regional GSA representative with formal written notification. The notification must contain the reason for the change and state that the additional vehicles do not exceed the unit's authorization for vehicles. There is no requirement for a formal cost study or an amendment to the existing MOU.

*d.* The following restrictions apply to GSA IFMS vehicles:

(1) All NTV authorization limitations in force at consolidation remain in effect. Permanent leasing of NTVs in excess of Table of Distribution and Authorizations (TDA), excluding vehicles leased for numbered Research Development, Test and Evaluation projects, is prohibited (see paragraph 3–11 above).

(2) All restrictions relating to sedan class limitations apply to GSA IFMS vehicles under permanent lease.

(3) Painting or marking of GSA IFMS permanent lease NTVs is prohibited without prior written approval of the regional GSA fleet manager.

(4) Unauthorized modifications to GSA IFMS NTVs is prohibited without the written approval of the regional GSA fleet manager. Modifications, when approved, will normally be at the expense of the requesting activity. Modified NTV must be returned to their original condition prior to return to GSA at fleet rotation. GSA approves exceptions.

*e.* Specific guidance pertaining to the use and maintenance of GSA IFMS vehicles may vary from GSA region to region. Such guidance will be contained in local amendments to FPMRs as well as MOUs between GSA and the leasing activity.

*f.* Installations/activities must notify the appropriate GSA region when vehicles will be in maintenance in excess of 4 days. Under the MOU, GSA is required to provide replacement vehicles when available for light vehicles (sedans, carryalls, and so forth). Installations/activities will seek a credit from GSA after four days, when a replacement vehicle is not provided.

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

*h.* Installations/activities will ensure GSA monthly bills are reviewed for accuracy to preclude overpayments.

*i.* Installations/activities that provide GSA vehicles to multiple tenants and multiple billing office account codes (BOAC) should seek to have one BOAC for the installation or activity where possible. Consolidated installation/activity billings under one BOAC can be subtotaled by GSA to reflect individual costs to each tenant activity supported by the host installation/activity. Procedures for reimbursement of GSA leased vehicle costs should be prescribed in appropriate Interservice Support Agreements (ISSA) between the tenant and host installation/activity.

*j.* Installations will provide to GSA advance notification of actions that would result in a significant increase or decrease in vehicle requirements.

*k.* Conversion to GSA Interagency Fleet Management System requires MACOM coordination with DALO–TSP, who reviews and approves the required cost study and the Memorandum of Understanding between the MACOM and GSA.

## Chapter 4 Transportation Between Domicile and Place of Employment

### 4-1. General

This chapter outlines Army policy and procedures for providing transportation to personnel between their home and places of employment or duty, hereafter referred to as domicile-to-duty (D-T-D) transportation.

### 4-2. Policy

- a. The use of Army motor vehicles will be for official purposes only.
- b. Statutory restrictions on D-T-D transportation are contained in 31 U.S.C. 1344 and the Federal Property Management Regulations Amendment A-42.
- c. D-T-D transportation is prohibited by 31 U.S.C. 1344 except as specifically provided therein. In The Army, only the Secretary of the Army and the Chief of Staff, Army are authorized D-T-D under 31 USC 1344. D-T-D for these individuals is considered an employer-provided fringe benefit and taxable income under current Law and Regulations (26 U.S.C. 61 and 132).
  - (1) A person in an "acting" capacity in either of these positions is not authorized D-T-D transportation.
  - (2) The comfort and convenience of an official shall not be considered justification for the approval of D-T-D transportation.
  - (3) D-T-D transportation shall only be authorized within the usual commuting area for the locale of the official's place of employment.
  - (4) D-T-D transportation, provided pursuant to the authority in paragraph 4-1, DOD 4500.36-R is considered an employer-provided fringe benefit under current law.

### 4-3. Authorized exceptions

- a. The Secretary of the Army may authorize, in writing, on a nondelegable basis, D-T-D transportation for other personnel under conditions that are considered essential in response to highly unusual circumstances that present a clear and present danger, and public or private transportation cannot be used; an emergency exists; other compelling operational considerations make such transportation essential to the conduct of business; considered essential for the safe and efficient performance of intelligence, counterintelligence, protective services, and criminal law enforcement duties.
  - b. Field work.
    - (1) D-T-D transportation may be granted to employees whose jobs require their presence at various locations that are a significant distance from their place of employment or at a remote location that is accessible only by Government provided transportation. This authorization does not apply to anyone whose workday begins at an official duty station, or to anyone who normally commutes to a fixed location, however distant from the official duty station.
    - (2) The designation of a work site as a "field office" does not, of itself, permit the use of a Government vehicle for D-T-D transportation.
    - (3) Positions authorized for fieldwork will be approved, in writing, on a nondelegable basis by the Secretary of the Army, and this authority may not be delegated. Once granted, such determinations may cover periods of up to two years from the date of approval and must be recertified biannually.
    - (4) Examples of "field work" include:
      - a. Medical officers performing outpatient medical service away from a hospital.
      - b. Military recruiters who proceed directly from their domiciles to conduct official recruiting matters, when it is determined to be infeasible or impractical for the recruiter to first proceed to an office location where the Government motor vehicle is normally garaged.
      - c. Quality assurance representatives, auditors, subsistence procurement agents, and inspectors who perform field work involving itinerant travel.
    - (5) The field work determination should contain sufficient information such as the position, title, number of employees, and general justification that includes description of duties to satisfy an audit if necessary.
    - (6) The assignment of an individual to such a position does not, of itself, entitle that individual to receive daily D-T-D transportation. When authorized, such transportation should be provided only on days when the individual actually performs field work.
  - c. Agencies involved in intelligence/counterintelligence, protective services, and/or criminal law enforcement duties may submit requests for D-T-D transportation when it is deemed essential for the safe and efficient performance of those missions. Approval authority is the Secretary of the Army. This authority may not be delegated. Once granted, such authorizations must be re-certified biannually.
  - d. The Secretary of the Army may authorize an initial period of 15 consecutive days D-T-D transportation. Should the circumstances continue, the Secretary of the Army may approve a subsequent determination of not more than 90 additional consecutive days. If at the end of the subsequent determination, and the circumstances continue to exist, the Secretary of the Army may authorize an additional extension of 90 consecutive days. This process may continue as

long as required by the circumstances. In such cases, by name lists will be provided to Congress. All such requests for extensions will be submitted in writing by the MACOM to HQDA, ATTN: DALO-TSP, 500 Army Pentagon, Washington, DC. 20310-0500.

*e.* Personnel in receipt of temporary duty (TDY) orders who are authorized to travel by Government owned or controlled vehicles to/from the temporary duty location, may be authorized overnight retention of a Government vehicle at their residence under certain circumstances. Overnight retention and next day departure from an individual's residence may be authorized where it has been determined that it is more cost effective to the Government to provide an employee a vehicle from home to work. The basic consideration will be that the employee would have to travel a long distance to pick up the vehicle and then turn around and drive back in the same direction to proceed to the temporary duty site (See 25 Comp. Gen. 844 (1946); Op. Comp. Gen B-210555.18 (1987)). Authorization will be in writing and approved by order issuing authorities and/or Commanders of Primary and Secondary Level Field Activities. Installation Commanders are directed to establish an audit trail to document the specific circumstances of each request. Maintain strict administrative control for overnight assignment of Government vehicles.

#### **4-4. Procedures**

All requests to commence or continue D-T-D transportation or to change or reclassify previously approved D-T-D determinations, will be submitted through the MACOM to HQDA ATTN: DALO-TSP, 500 Army Pentagon, Washington, DC. 20310-0500. Submissions will normally be memorandum, e-mail or message. The following data will be included in each request:

- a.* Name, title, and DA position of the person.
- b.* Description of the locale, routes, distances, and places served.
- c.* Detailed conditions that make the service necessary such as a description of imminent threat to a specific individual.
- d.* Statement as to why privately-owned vehicles or public facilities cannot be used.
- e.* If applicable, number and type of NTVs required for D-T-D transportation.
- f.* Brief summary of local policies that apply to other Government persons in the area operating under similar conditions.
- g.* For all renewal requests, a summary of original findings and any changes which require attention during ODCS, G-4 review.
- h.* Anticipated duration of authorization.
- i.* In jurisdictions of ambassadors or chiefs of diplomatic missions, activities will ensure that requests for D-T-D transportation:
  - (1) Conform to the ambassador or chief's finding.
  - (2) State that the ambassador or chief concurs that proposed service is essential.

#### **4-5. Transportation of official visitors**

Official non-DOD persons invited to take part in DA functions may be provided fare-free transportation between commercial transportation terminals or residence and visitation point.

#### **4-6. Transportation to commercial and military terminals**

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

- a.* Used to transport official non-DOD visitors invited to participate in DOD activities, provided that this use does not impede other primary mission activities;
- b.* Used by individuals authorized domicile-to-duty transportation, for example, Secretary of the Army or the Chief of Staff, Army;
- c.* Necessary because of emergency situations or to meet security requirements;
- d.* Terminals are located in areas where other means of transportation are not available or cannot meet mission requirements in a responsive manner;
- e.* Authorized in the Pentagon Area (formerly referred to as the National Capital Region) by Department of Defense Administrative Instruction (AI) Number 109.

#### **4-7. Recordkeeping**

Law requires that "logs or other records" be kept to indicate each use of a vehicle in a D-T-D capacity. Accordingly, daily dispatch records (DD Form 1970 or other appropriate dispatch records) for each D-T-D trip will be maintained daily and retained for three years in the local files area. The logs or records must contain the following information:

- 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.
- e.* Location.
- f.* Duration.
- g.* Circumstances requiring D-T-D.

#### **4–8. Penalty for Abuse**

Based on the provisions of 41 CFR 101–6, domicile-to-duty transportation shall only be authorized when such transportation substantially increases the efficiency and economy of Army missions. Unauthorized or willful misuse of an Army-owned or controlled vehicle may be basis for action as described in chapter 1, paragraph 1–4.

## **Chapter 5 Bus Transportation Services**

### **5–1. General**

This chapter outlines Army policy and procedures for providing bus transportation to authorized personnel. Support may be provided with either Army NTVs (whether owned or leased) or by contracted assets. Chapter 6 contains specific information about transporting school children.

*a.* Army-provided bus transportation will be categorized as shuttle bus service, group transportation service, and mass transit service.

*b.* Application of the various types of available service:

(1) Shuttle bus service shall be established solely to meet local Army requirements and shall operate only in duty areas. Available space on shuttle buses may be used by other categories of personnel. Vehicles may not be used to provide D-T-D transportation over all or any portion of the route between their domiciles and places of employment except as authorized in paragraph 5–2 below and in chapter 4.

(2) Group transportation service shall normally be limited to those situations where there is a need to move personnel from domicile-to-duty from other than Government installations and subinstallations when considered necessary for the effective conduct of the affairs of the installation/activity.

(3) Mass transit service is designed to fulfill requirements beyond the scope of shuttle bus service. Mass transit service may be used to provide other “nonduty” types of transportation within a military installation or between subinstallations on a fare basis.

### **5–2. Shuttle bus service**

*a.* The capability to transport groups of individuals on official business between offices on installations or between nearby installations is a recognized requirement and is essential to mission support. The use of an effective shuttle bus system reduces the requirements for recurring dispatch vehicles. Shuttle bus services are provided fare-free (no fare is charged). Costs for this category of transportation are paid from appropriated funds.

*b.* Shuttle bus service may be provided to:

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

(2) Enlisted soldiers traveling between troop billets, places of duty, and dining facilities, if the commander determines that the travel is incident to the performance of duty. There is an exception for Korea where OSD has approved the use of fare-free shuttle bus service from BOQ/BEQ to work site and return by officers and senior enlisted personnel in Korea.

(3) DOD contractor personnel conducting official defense business.

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

(5) When space is available on existing, scheduled shuttle buses, transportation may be provided to the passenger categories listed below. Shuttle bus service will not be established solely to accommodate the passenger categories below nor serve as justification to acquire additional buses.

*(a)* 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 installation (intra-installation only).

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

*d.* Under appropriate authority, in accordance with Federal law and DOD policy, transportation support is authorized for certain non-Federal entities. The Joint Ethics Regulation (JER) (DOD 5500.7-R) applies unless statutory authority exists for greater support. Some examples of statutory authority are:

(1) One annual conference/convention of national military associations approved by the Office of the Assistant Secretary of Defense for Public Affairs (10 U.S.C. Sec. 2548.).

(2) Overseas Support for Boy/girl scouts (10 U.S.C. Sec. 2606 and DOD Directive 1015.9).

(3) World and National Boy Scout Jamboree Support (10 U.S.C. Sec. 2544).

(4) International Transportation Support for Girl Scout Events (10 U.S.C. Sec. 2545).

(5) Financial Institutions on DOD Installations (DOD Directive 1000.11 and AR 210-135).

(6) American National Red Cross (DOD Directive 1330.5 and AR 930-1).

(7) United Service Organization, Inc. (DOD Directive 1330.12 and AR 930-1).

(8) United Seaman's Service (DOD Directive 1330.16 and AR 930-1).

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

(1) Officers residing in Government quarters (bachelor officer quarters or family type) or in private quarters.

(2) Enlisted soldiers residing with their families in family type quarters, Government quarters converted for this purpose, or private quarters.

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

*g.* Approved schedules will be reviewed annually to decide if conditions continue to warrant their operation or if adjustments to routes or schedules should be made.

### **5-3. Group bus service**

*a.* Group bus service involves movement of personnel from home to places of duty or employment, which is a form of home to work transportation. Personnel transported via this category of bus service must pay a fare.

*b.* Group bus service to place of duty may be provided to:

(1) Soldiers and Department of the Army civilian employees.

(2) Military personnel and civilian employees of other DOD elements where joint service is provided by the Army.

(3) Personnel who, during execution of a crisis action plan, mobilization, contingency, disaster, national emergency or operations other than war, are engaged in support of the DOD/Army mission.

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

(1) Name, mission, and location of the installation requiring support.

(2) Current military and civilian strengths.

(3) Authorized changes that will affect transportation needs. (Show breakdown of work shifts, if applicable).

(4) Description of existing facilities, to include use of privately owned vehicles, car pools, and group riding arrangements.

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

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

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

(8) Type of service proposed and data on rentals, charters, rates, routes, schedules, and type, source, number, and seating capacity of equipment to be used. The fare to be charged will be stated, and a map or sketch of the area, attached. If Army-owned or controlled NTVs are to be used, requests will show that local commercial carriers have been contacted and no desire or capacity to provide the service.

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

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

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

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

(2) In overseas areas, where such transportation is considered essential to the effective conduct of business due to:

(a) Absence or lack of adequate public or private transportation.

(b) Local political conditions.

(c) Security considerations.

(d) Concerns for personal safety.

(e) Geographic remoteness of duty stations.

- e.* Approval authority for group bus service is delegated to the following:
- (1) MACOM commanders.
  - (2) Superintendent, USMA.
  - (3) Ballistic Missile Defense Program Manager.
  - (4) Chief of Engineers.
  - (5) Chief, National Guard Bureau.
  - (6) Chief, Army Reserve.
  - (7) One individual, head of a staff element or office, as appropriate, so designated by each of the chiefs of the headquarters or elements shown above.
- f.* Approval authorities and Commanders who operate and administer group bus service will, prior to implementing such service, determine that:
- (1) Other methods are not adequate and cannot be made adequate.
  - (2) Contact with private sources to provide the necessary transportation has been unsuccessful.
  - (3) The service furnished will make the most proper and efficient use of transportation facilities.
- g.* A reasonable fare will be charged for this type of transportation. Private and public carrier rates may be used as guidance. All fares and proceeds received from group transportation will be accounted for. These fares will be deposited in the U.S. Treasury as miscellaneous receipts using procedures contained in DFAS-IN Regulation 37-1.
- (1) In CONUS, the fare will be structured to recover all costs of providing this service, including capital investment, salaries, operations, and maintenance costs. If the bus is used for both operational missions and group bus service, only the costs, directly related to group service must be recovered. Acquisition costs will not be recovered through the fare system.
  - (2) In overseas areas, the approving authority will establish the fare. At a minimum, the fare will equal the fare, which would be charged by an indigenous local transportation system if such service was available.
- h.* In making plans for operating service of this type, the following guidelines apply:
- (1) Cost and operation records will be maintained and supervised.
  - (2) Handling of revenues will be safeguarded and a daily record maintained.
- i.* Once implemented, group bus service will be annually reviewed to confirm its continuing need.

#### **5-4. Mass transportation support**

- a.* The Secretary of the Army has determined that the effective conduct of the affairs of the Army may warrant mass transportation support for military personnel, DOD civilians, contractors, and their dependents, who are assigned, employed or residing at isolated installations if:
- (1) There is no regularly scheduled mass transportation twice a day, five times a week between the sending or receiving installations that picks up and drops off passengers within 1/2 mile of the installations, provides pick-up from the sending installation not later than 0800 hours and provides last departure from the receiving location not later than 1900 and is licensed and operates in accordance with reasonable maintenance and safety standards.
  - (2) 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.
  - (3) The service will save unproductive person-hours.
  - (4) The service will enhance the rider's quality of life.
- b.* MACOM commanders may implement mass transportation service if the objective criteria set out in paragraph a above and c, d, and e below are met.
- c.* Vehicles used will hold 12 or more riders and operate at 50 percent of capacity on a monthly basis. For example, service scheduled for three times a week using a 16 pax bus would require a minimum monthly ridership of 96 (8x3x4) passengers to justify use.
- d.* Annual cost of the bus service provided as calculated in chapter 12 will not exceed \$100,000. For USAREUR based units, the ceiling is waived. For EUSA, the ceiling is \$250,000.
- e.* 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.
- f.* Unless waived in paragraph g, below, a reasonable fare must be charged for mass transportation provided under this authority. All fares and proceeds must be accounted for and deposited into the treasury as miscellaneous receipts using procedures contained in DFAS-IN Regulation 37-1.
- (1) The fare shall be a pro rata share of all costs of providing the mass transportation service, including capital investment, salaries, operations, and maintenance. If the vehicle is used for operational (missions) and mass transportation, only the cost directly related to mass transportation must be recovered. Since these motor vehicles are acquired in direct support of the Army mission, acquisition costs shall not be recovered through the fare system.
  - (2) For OCONUS locations, a reasonable fare shall be charged which is not more than what would be charged if such service were available through local commercial or municipal transportation services.

g. The Secretary of the Army, in accordance with 10 U.S. C. 2632, in the exercise of his discretionary authority, has authorized MACOM commanders to establish such fare-free bus service if certain specific, objective criteria are met.

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

(2) The receiving installation is more than one mile from the sending installation.

(3) Fare charged per DOD Regulation 4500.36-R exceeds \$1.00 per passenger per round trip.

h. Mass transportation service provided under this authority will be for the primary purpose of providing access to life support facilities for soldiers and their dependents.

i. The authority to approve mass transportation or to waive the fare rests solely with the MACOM commander.

j. All the above criteria for both fare-charged and fare-free mass transportation must be met, documented, and retained on file at the MACOM. As a minimum the following will be retained as a permanent record as long as the service is in force.

(1) Description of the mass transit services.

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

(3) Factual synopsis to support each of the objective criteria set out in subparagraphs a, c, d, and e above.

(4) Local commander's evaluation/statement that mass transportation support meets the criteria established above and is still required.

k. This program will receive close scrutiny by inspecting agencies; therefore, approval must strictly comply with these provisions.

l. There will be no additional funds to defray costs of this service.

m. Those requests, which require an exception to the above criteria must be submitted through the MACOM to DA and approved by the Secretary of the Army as, required by law.

n. 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.

#### **5-5. Support of morale, welfare, and recreation programs**

a. Bus service in support of DOD-authorized Morale, Welfare, and Recreation (MWR) programs, family service center programs, or private organizations may be provided when such transportation can be made available without detriment to the Army mission. This service is limited to full support of Category A MWR activities, substantial support of Category B MWR activities, some limited support of Category C MWR activities. The categories of MWR activities and funding support authorized are contained in AR 215-1, primarily chapter 4 and appendix C.

b. MACOM Commanders, or their delegates, have discretion to provide bus service for morale, welfare, and recreation missions, consistent with available resources and mission requirements, when failure to provide the service would have an adverse effect on morale of service members. The approving authority must consider the potential of competition with commercial transportation sources in the decision process. Transportation may be provided on a reimbursable or nonreimbursable basis, as noted below.

c. Bus service on a nonreimbursable basis may be provided to support the following activities:

(1) In support of the Chaplain's program (not domicile-to-duty).

(2) MWR functional staffs engaged in routine direct administrative support of Categories A, B, and C activities.

(3) Teams composed of personnel who are officially representing the installation in scheduled competitive events.

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

(5) Entertainers, guests, supplies, and/or equipment in support of MWR programs.

(6) Civilian groups transported to Army installations in the interest of community relations, when invited by the installation commander or other competent authority.

(7) Categories A, B, and C sponsored activities, including recreational tours and trips when fees are not levied upon the passengers (except fees made to cover the cost of the driver when required) and when approved by the installation commander. Assets may be used in support of MWR only after mission requirements have been met.

d. Transportation may be provided for special activities such as scouting programs and private organizations as outlined in paragraph e, below. Such service shall be accomplished on a reimbursable basis covering all operations and maintenance costs of providing the service.

#### **5-6. Emergency bus service**

a. Transportation between domicile and place of employment may be provided for military personnel and civilian employees during public transportation strikes and transportation stoppages. A fare that recovers the operational costs shall be charged for such service.

b. Emergency bus service will be provided only to soldiers and civilian employees actively engaged or supporting projects that, if delayed, would affect the national defense.

c. Routine works such as construction, repair or overhaul of aircraft, ships, or material peculiar to the Army do not qualify for emergency bus service.

d. Approval authority for emergency bus service is the same as for group bus service (paragraph 5-3.e).

e. When public transit strikes or other work stoppages are imminent, or in progress, local commanders will decide whether emergency bus service between domicile and place of employment is needed. Requests for emergency bus service will be submitted to the proper MACOM in the following format:

- (1) Name, mission, and location of the installation or activity.
- (2) General nature of needs and efforts made to obtain private carriers.
- (3) Titles of critical projects.
- (4) Number of vehicles (by type) required.
- (5) Availability of vehicles to satisfy requirement.
- (6) Number of persons, by project, to be transported.
- (7) Proposed fares.

## **Chapter 6**

### **School Bus Transportation**

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

This chapter outlines Army policy and procedures for providing transportation to school-age family members of Army personnel and other children eligible to attend DOD operated schools in both the United States and overseas areas.

#### **6-2. Operations in the United States**

a. *Scope.* The policies of this section apply to DOD and non-DOD schools located in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the possessions of the United States, including Wake Island, Guam, the Virgin Islands, Trust Territory of the Pacific Islands and Midway Island.

b. *Authority.*

(1) Public Law 81-874, as amended, provides the authority to extend Federal assistance to eligible local education agencies providing education to family members of Army personnel residing on Federal property, including DOD and DA installations.

(a) For this assistance, local education agencies 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.

(b) Should local education agencies lack the necessary facilities to provide transportation for children residing on DoD installations to public schools or to schools operated on DOD installations, transportation may be provided by Army NTVs. Written agreements shall be entered into with the local education agency as to the services and facilities to be furnished and the arrangements for reimbursement authorized under current Department of Education policies.

(2) 10 U.S.C. 2639 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.

c. *Policy.*

(1) Army transportation will be used for transportation of dependent school children only when specifically provided for in this regulation.

(2) Transportation may be provided to:

(a) Local public schools which are not accessible or serviced by local school bus transportation.

(b) Nearby public schools, other than the local public schools when the nearby public schools are not accessible or serviced by regular transportation or the Secretary of the Army finds that:

1. Local public schools in which the children would normally be enrolled are unable to provide adequately for their education;

2. Attendance at other public schools (to include public schools for the handicapped) in the local educational agency district of residence can be arranged;

3. Transportation by local education agencies or localities is not available.

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

(4) The walking distance between residence and school or between residence and designated bus stop shall be established for dependent children by local school authorities.

(5) When more than one DOD installation is involved, transportation arrangements shall be coordinated by the dominant user to minimize required transportation resources.



(6) When transportation is provided by the Army under Public Law (PL) 81-874, written agreements with local schools will contain at least the following:

- (a) Statement that the local educational agency is unable to provide the necessary transportation.
- (b) Description of the service to be provided.
- (c) Applicable clauses contained in the Defense Acquisition Regulation.
- (d) Date service is to end. Commanders will approve any change in prescribed dates.
- (e) Statement that the Army is not liable for any inadequacy in the service provided.
- (f) Rate and method of reimbursement.

1. Compensation costs of civilian drivers will be computed on the basis of their gross payroll compensation, plus a factor of 29 percent for fringe benefits (DFAS-IN Regulation 37-1).

2. Compensation costs of military drivers shall be computed on the basis of the reimbursement rates contained in DFAS-IN Regulation 37-1.

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

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

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

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

(b) The parent of the child submits a written request for transportation to the head of the installation; and

(c) The head of the installation determines that—

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

2. The motor vehicles authorized for transporting dependent school children to public schools have extra space and can convey those attending private schools without materially deviating from the established route to the public schools;

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

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

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

(11) Transportation services for handicapped students are authorized in paragraph 6-10, below.

(12) On-post kindergartens supported from Non-appropriated funds or by tuition are not authorized Army NTV support.

### **6-3. CONUS safety and security**

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

b. Heads of installations and appropriate school officials are required to conduct periodic safety review of their school buses and the loading and unloading areas. Contracts for school bus services should contain a provision for similar routine safety review of contractor motor vehicles and services.

c. Heads of installations shall work with appropriate school officials to develop and publish contingency plans for transporting students.

d. Policy for safety attendants, school bus monitors, and security personnel are found at paragraph 6-9.

### **6-4. Operations in overseas areas**

a. *Scope.* The policies of this section apply to DOD and non-DOD schools located outside the United States. It also applies to such services for DOD dependents authorized to attend non-DOD schools outside the United States. In areas that have or will transition school bus management to DODDS, the provisions of this chapter will be modified as necessary to meet local procedures and will be incorporated into a mutually agreeable Memorandum of Understanding (MOU) between the Army activity and DODDS. The MOU will ensure the spirit and intent of this regulation are maintained to provide for the safe transportation of Army dependent school children.

b. *Authority:* 20 U.S.C. 921 authorizes the establishment of free public education, through secondary school, for

family members of DOD personnel stationed in overseas areas, including the provision of incidental services, such as transportation.

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

*d. Policy.*

(1) The DODDS Regional Director, or designee, after consultation with the Installation or Community commander, shall establish a commuting area for each primary school. The commuting area for a secondary school shall consist of the commuting area for all primary schools included in the secondary school feeder plan.

(2) The commuting area shall be based on the availability of adequate housing within the proximity of the school. Elapsed travel time via designated modes of transportation from the farthest point within the area should not normally exceed 1 hour, except as authorized in paragraph 6–11, below. The area need not be equal in distance from the school, nor need it be as far as 1 hour travel time. If sufficient adequate housing is available with a closer distance; for example, 20 minutes, then that area should be designated as the commuting area. If a locality or section otherwise within the commuting area has difficult or unsafe access; for example, during winter, it may be excluded from the commuting area.

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

(4) Each incoming sponsor shall certify in writing, during in-processing, that he or she has been advised by the Installation or Community Commander regarding the commuting area and understands that, if family housing is obtained outside this area, transportation of any dependent student between residence and an existing school bus stop within the commuting area is the sponsor’s responsibility. The certification will be filed in the Housing Referral Office for the length of the sponsor’s tour and any extensions.

(5) In some locations, DODDS may authorize students to attend a non-DOD school.

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

(b) When a non-DOD school does not provide transportation as part of the tuition services, a school commuting area shall be established and administered as described in paragraph 6–4c above.

(6) Walking distance:

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

(b) Except for handicapped students as described in paragraph 6–10, below, school bus services will not be provided within the designated walking area around the school. To the degree possible, areas may be expanded or contracted to conform to natural boundaries, such as Government housing areas, neighborhoods, and so forth.

(7) Authorized services for DOD-operated schools

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

1. Reside outside of the walking area of the school but within the designated commuting area of the school, 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.

3. Transportation to/from home for lunch shall not be provided.

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

(c) Curb-to-curb transportation shall not be provided except as outlined for handicapped students.

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

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

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

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

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

(8) Authorized for non-DOD Schools

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

(b) When a non-DOD school does not provide transportation or the cost of transportation is charged separately, the cognizant DODDS Regional Director, or designee in conjunction with the Installation or Community Commander, shall determine the appropriate means of transportation. Students shall use transportation provided or arranged by a non-DOD school when it is included as part of the tuition paid to school.

(c) Transportation shall be provided for dependent students who are attending non-DOD schools in overseas area at no expense to the U.S. Government only when such attendance has been approved by the cognizant DODDS Regional Director.

*e. Policy.* Policy for safety attendants, school bus monitors, and security personnel are found at paragraph 6-9 below.

### **6-5. Resource management**

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

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

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

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

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

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

(6) Utilizing consolidated pickup points.

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

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

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

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

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

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

### **6-6. Commercial contracted bus service**

*a.* Commercial contract vendors shall be used to provide transportation support to DODDS schools when it is determined to be more economical. Otherwise, military transport, using part-time drivers, shall be used. Comparisons of in-house versus commercial contract transport cost shall be made to determine the most economical means of transport. This analysis shall consider overall cost to the Government of providing school bus transportation with Army NTVs. School busing will be integrated with other installation passenger transportation functions whenever reasonable to do so. Many of the cost factors, however, will have to be adjusted to fit the needs of handicapped children and the overseas environment, such as different retirement cost factors, other fringe benefits for local national civilian

employees, and any other appropriate adjustments. Equipment acquisition cost will be included as a factor in the cost analysis.

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

*c.* Cost comparisons will be performed when:

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

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

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

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

### **6-7. Changes in service**

Installation and/or Community Commanders shall coordinate with the appropriate DODDS official any significant change proposed to school bus services. The concurrence of the Regional Director, or designee, shall be obtained before implementing changes. All documentation associated with the provision of school bus services; for example cost studies, solicitation packages and amendments thereto, shall be provided to DODDS upon request.

### **6-8. Diversion of assets**

NTVs used to transport students may be, and should be, used for other legitimate transportation needs, whenever feasible, provided students are not on board.

### **6-9. OCONUS safety and security**

*a.* Installation and/or community commanders shall work with local school officials to develop and publish contingency plans for student transportation.

*b.* Installation and/or community commanders are required to conduct periodic safety reviews of their school buses and of the loading and unloading areas.

*c.* Installation and/or community commanders are responsible for the development and enforcement of standards of student behavior while aboard school buses. Riding a school bus is a privilege. Should any child be reported for misconduct, corrective action may be taken to include loss of their riding privilege.

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

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

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

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

### **6-10. Handicapped students**

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

*b.* Motor vehicles used solely to transport special education students will be equipped with a seat belt for each passenger.

*c.* Motor vehicles transporting more than two special education students or any student for whom a special four-point harness is required must also transport a safety aide who is trained to assist the handicapped.

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

## **6-11. Exceptions to policy**

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

- (1) Identity of school
- (2) Specific reason for waiver request, with supplemental maps, charts, and photographs. If for safety considerations, include statement of safety officer.
- (3) Statement of alternatives which may eliminate or alleviate the conditions prompting the waiver request.
- (4) Number of students involved.
- (5) Impact if waiver is denied.
- (6) Budgetary impact if waiver is approved.
- (7) Recommendations from forwarding officials.
- (8) Statement concerning any forecasted long-range solution to the problem that prompts the waiver, such as construction of sidewalks, overpasses, crossing guards, and so forth.

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

## **Chapter 7 Interservice and Interagency Support**

### **7-1. Interservice support**

*a.* Interservice support among DOD components will be provided as set forth in AR 5-16, The Army Supplement to DOD Instruction Interservice and InterGovernmental Support (DODI 4000.19). When cost effective and there is no impairment to military effectiveness, tenant activities will maximize use of interservice support agreements to obtain NTV support from host installations/activities.

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

*c.* When more than one DOD element is located in the same area, the major user of transportation will coordinate and approve all administrative use NTV support to include group and shuttle bus service. The installation commander will make periodic analyses for further pooling of motor vehicles to support all tenant activities.

*d.* The Office of the Deputy Director, Washington H.Q. Services, Assistant Secretary of Defense (Administration) coordinates and approves DOD scheduled bus service in the National Capital Region.

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

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

*g.* Specific procedures:

- (1) The DOD component furnishing the service or equipment assumes no liability for personal injury or property damage caused by a vehicle while in the custody of the user.
- (2) Users of NTVs will:
  - (a) Assume cost for pickup and delivery.
  - (b) Be responsible for proper maintenance and use.
  - (c) Take appropriate action for damage or theft of NTVs in their custody.

### **7-2. Interagency support**

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

- (1) Of an emergency, lifesaving nature.
- (2) Authorized by Federal statute or directive.
- (3) In direct support of the Defense mission.
- (4) In the national interest, as certified by the head of an executive department or independent Government office or agency. Justification for providing Army NTV will include a statement that commercial sources are either not available or cannot satisfy the requirement.

*b.* Reimbursement will be required unless waived by the Secretary of the Army or the Assistant Secretary of the

Army (Financial Management and Comptroller). The amount will cover total costs incurred. Unfunded costs for military personnel and equipment depreciation allowances are excluded.

*c.* AR 5–16 provides additional guidance on furnishing equipment to Government agencies.

*d.* NTVs will not be provided under the provisions of this chapter without prior coordination with HQDA (DALO–TSP), except, in purview of the Installation Commander, when time is of the essence and precludes prior coordination.

## **Chapter 8**

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

#### **8–1. General**

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

*b.* NTVs furnished to contractors may be Army-owned or may be leased when furnished under terms of a contract. Determination shall be based on economy and in the best interest of the Government.

#### **8–2. Policy**

The policy and procedures in this regulation applies to all Army-owned or –leased motor vehicles furnished to DA contractors. Where these provisions unduly inhibit contractors in the performance of their contracts, or unnecessarily increase cost, the procedures may be modified by the Army MACOM to the extent required by contractors to meet exigencies or special needs, if on an economical basis. MACOMs will notify HQDA (DALO–TSP) within 10 days of all modified procedures.

#### **8–3. Procedures**

*a.* Army motor vehicles furnished contractors in accordance with this chapter shall be clearly identified as contractor-operated vehicles, to distinguish them from Army motor vehicles.

*b.* Contractor-operated NTVs owned by a DA component will be marked in accordance with the provisions of chapter 9. Contractor-operated vehicles may also be identified by use of U.S. Government or other license plates.

*c.* Motor vehicles required for use by contractors in their work shall be included as Government furnished, contractor operated vehicles to be provided in accordance with Government acquisition regulations.

*d.* All Army-furnished, contractor-operated motor vehicles shall count as part of the Army vehicle inventory and must be authorized and accounted for, in accordance with AR 71–32, AR 310–49 and AR 710–2.

*e.* Procedures for managing the allocation, use, operation, maintenance, and recordkeeping of all Army-owned or controlled motor vehicles are applicable to vehicles furnished to contractors.

## **Chapter 9**

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

#### **9–1. General**

This chapter shows the illustration of a license plate for Army NTV.

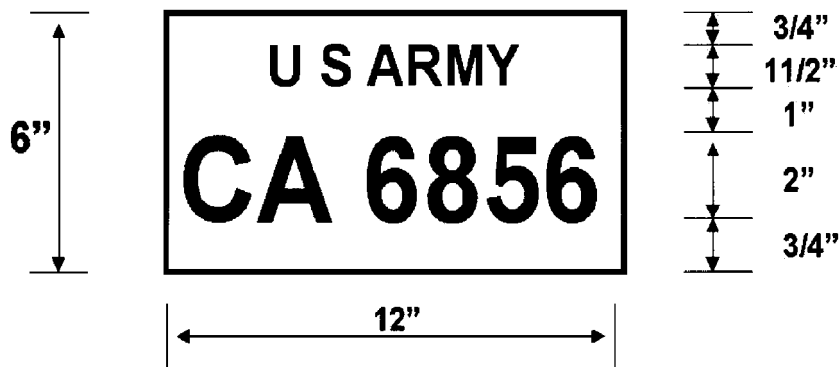


Figure 9-1. Army NTV license plate

### 9-2. Policy

a. All Army-owned NTV will be painted, identified, issued license plates, marked, and registered in strict compliance with the criteria contained in this chapter, except for those NTVs identified in paragraph 9-10. Permanently leased vehicles from GSA and vehicles leased from commercial sources for more than 60 days will, as a minimum, display the identification markings prescribed in paragraph 9-5 unless exempt under the provisions of paragraph 9-10.

b. Military Standard 1223 (MIL-STD-1223) establishes technical standards and specifications for all Department of Defense/ Army-owned vehicles.

c. Identification and markings on previously procured NTVs which, although consistent with previous Military Standards, that are not now in compliance with MIL-STD 1223 will not be changed merely to coincide with this regulation. Those NTV may continue to be operated until they are disposed.

d. All Army markings and data plates must be removed from vehicles prior to disposal or turn-in to Defense Reutilization and Marketing Office (DRMO).

### 9-3. Painting

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

### 9-4. Registration of U.S. Army-owned vehicles

All NTVs procured for the Army will be assigned U.S. Army Registration Numbers in accordance with DA Pam 750-8 and will be accounted for in accordance with AR 710-2.

### 9-5. Identification

a. Army-owned or controlled vehicles will be marked to clearly display the legend "U.S. ARMY, FOR OFFICIAL USE ONLY", except for those vehicles specifically exempted in this chapter.

(1) Passenger vehicles carrying NTVs are required to have legend applied to the inside of the rear window if the vehicle is directly behind the driver's seat.

(2) General Purpose and Special Purpose NTV the legend will be centered on each front door and for trailers and semitrailers, center on each side of the front quarters.

(3) For motorcycles, motor scooters, and snowmobiles, center on any appropriate surface that will be readily visible.

b. Vehicle decals, and application procedures and additional placement instructions may be obtained by the MACOMs by contacting Commander, U.S. Army Tank-Automotive Command, ATTN: AMSTA-IM-JSON, Warren MI 48397-5000.

### 9-6. Licensing of U.S. Army-owned vehicles

a. Generally, Army-owned vehicles are exempt from local, State and/or host nation registration, insurance, and licensing requirements. In these instances, the U.S. Army registration number assigned to each vehicle will be used as the license number for the vehicle license plate. Actual license plates are fabricated and affixed on license plate brackets in the front and rear of NTV in the following manner:

(1) By manufacturers during the manufacturing process, if so specified in procurement contracts.

(2) By installations upon receipt of newly-procured NTV, if not already performed by manufacturers.

b. License plate specifications are as follows:

- (1) Plates should be .060–.075 gauge aluminum.
- (2) Marking background will be reflective type material, type I, class 1, 2, 3, 4, reflectivity 1.
- (3) The color of the plate will be silver (Federal Specification L–S–300).
- (4) The color of the letters and numbers will be gloss black (color No. 17038) conforming to MIL–M–43719.
- (5) Figure 9–1 provides an illustration of a license plate.

c. Insurance will not be purchased for Government-owned vehicles, except when required by host nation laws or agreements.

### 9–7. Standard markings

a. Two different types of markings will be used to identify NTVs, as follows:

(1) NTVs assigned to MACOMs but not centrally controlled and dispatched will be marked as follows:

(a) Element #1 identifies the MACOM or DA Separate Agency, limited to three letters or numbers. An example is “1A”, indicating First Army.

(b) Element #2 identifies any intermediate organization or installation which dispatches the NTV. Up to three letters or numerals may be used. An example is “FGM”, indicating Fort George Meade.

(c) Element #3 identifies the specific sequence number for control and rapid identification. An example is “23”, indicating the local motor pool number.

(2) NTVs controlled and operated by the Headquarters of a MACOM or Separate Agency will be marked as follows:

(a) Element #1 identifies the MACOM or separate DA Agency or Activity, limited to three letters. An example is “MDW”, indicating the Military District of Washington.

(b) Element #2 identifies any intermediate organization, activity, or next lower headquarters, which dispatches the NTV. Up to three letters or numerals may be used. An example is “FM” indicating Fort McNair. Where there is no intermediate element, the letter X will be used.

(c) Element #3 identifies the specific sequence number for control and rapid identification. An example is “19”, indicating the local motor pool number.

b. Markings will be of background reflective material meeting Federal Specification L–S–300, type 1, class 3, reflectivity 1, color g (silver). Pre-cut letters and numbers, gloss black 17038, will be placed on this background.

c. These markings will be applied to the left side of the front and rear bumpers in a conspicuous location for easy identification. On vehicles which do not have a conventional rear bumper, such as trailers and motorcycles, markings will be placed on the left rear of the vehicle in the place which provides the easiest identification.

e. Commanders may, if local circumstances so dictate, prescribe additional types of activity markings. However, this practice will be avoided to the maximum extent possible.

### 9–8. Special markings

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

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

(a) A 5-inch band of reflective background material, type I, class 1, 2, or 3, reflectivity 1, color g (silver), L–S–300, will be placed on each front door, about 7 inches below window openings. “MILITARY POLICE” in gloss black 17038, 3-inch letters will be centered on the band.

(b) MACOM Commanders may also authorize the following:

1. A third band, with the words, “MILITARY POLICE,” ((1) (a) above), centered on sedan trucks and tailgates of carryalls, pickup and panel trucks. For vehicles with rear double doors “MILITARY” will be centered on one door and “POLICE” on the other.

2. A 4-inch band (same as background in (1) (a) above), with “Emergency DIAL (###-####)” in gloss black 17038, 2-inch letters may be centered on the rear quarter panel.

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

b. *Security Guard and Security Police vehicles.* Security guard and security police vehicles will be marked “SECURITY POLICE,” in the same manner as Military Police vehicles ((1)(a) above). Commanders may prescribe use of removable markings to assure rotation and availability of vehicles.

c. *Ambulances.* In addition to the general NTV requirements, ambulances will be painted white and marked as follows:

(1) *Front markings.*

(a) Applied in mirror image in taped letters, 4 inches if space allows but not less than 3 inches high, will be the word “AMBULANCE”. The tape will be reflective black tape, type I, class 3, reflectivity 1 of L–S–300, with the



lowest reflectivity of 10 candlepower per foot candle per square foot at .2 degrees divergence, and minus 4 degrees incident angles. The lettering will be applied above the windshield on metropolitan ambulances, on the most vertical surface between the windshield and the grille on forward control type ambulances; and on the front of the body between the top of the cab and the top of the body on field-type ambulances.

(b) Four-inch crosses will be placed to the right and left of the word "AMBULANCE", on a 5-inch background. Crosses will be gloss red, matching color chip 11136 of FED-STD-595, on a reflective silver background: type I, class 3, and reflectivity 1 of L-S-300.

(c) On forward control ambulances, a 6-inch stripe of gloss orange matching color chip 12473, FED-STD-595 will be painted below the windshield aligned with the side stripes.

(2) *Side markings:*

(a) Twelve-inch crosses on 14-inch square background and the "Star of Life," blue with white staff, will be applied on both sides of the ambulances. On the curb side, the cross will be placed about one third of the distance from the sliding door to the rear of the vehicle and centered.

(b) The word "AMBULANCE" will be applied in 3-inch black letters, below the cross and "Star of Life," and spaced between.

(c) A gloss orange stripe, 6 inches wide and extending the full length of the vehicle will be painted slightly below the windows on metropolitan type ambulances and at the break of the belt line approximately 4 inches below the windows on forward control ambulances.

(3) *Rear markings:*

(a) Six-inch crosses on an 8-inch square background will be applied to the center of the rear door between the door window and the molding on metropolitan type ambulances and to both rear windows on forward control type ambulances.

(b) A 6-inch stripe will be painted below the crosses. Align with the side stripes.

(c) The word "AMBULANCE" will be centered in 3-inch black letters across the rear door(s) below the stripes.

(4) *Additional markings.*

(a) For ambulances used in support of air-ground search and rescue operations, a red cross on a white background will be centered on top of the ambulance. Size of the cross may vary, depending on the vehicle and visual air needs.

(b) A 12-inch "Star of Life," blue with white staff, will be placed two-thirds distance from the driver's compartment door to the rear of the vehicle and on the curb side between the sliding door and the rear of the vehicle.

d. *U.S. Army Recruiting Command (USAREC) NTVs.*

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

(2) Markings will be placed as follows:

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

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

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

e. *U.S. Army Reserve (USAR) NTVs.* In addition to the general NTV requirements prescribed above, NTVs used by USAR elements may carry markings of USAR-approved size and design.

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

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

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

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

g. *Exhibit vehicles.* When NTV are used for publicity, service insignia will be applied. "U.S. ARMY" will be the predominant marking on each side of the vehicle and displayed as prescribed by AR 746-1.

h. *General Officer NTV.* Paragraph 7-17, AR 840-10, prescribes policy for authorized identification plates for use by general officers. AR 750-1, Mar 89, prescribes the manner in which identification plates will be mounted and displayed. Specifications and placement of stars are set forth in MIL-P-1463(IH).

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

## **9–9. Safety markings**

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

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

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

*c.* Vehicles used to transport explosives or other hazardous items will be marked as set forth in AR 385–63.

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

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

## **9–10. Exceptions**

*a.* Vehicles may be exempted from painting, identification, U.S. Army Registration number license plates, and marking requirements specified in this chapter if they are:

- (1) On short-term lease of less than 60 days.
- (2) Owned by and leased from GSA.
- (3) Used for intelligence, investigative, or security purposes.
- (4) Required by a Status of Forces Agreement to be unidentifiable.
- (5) Provided to the Secretary of the Army and Chief of Staff, Army (such NTVs may display U.S. Government license plates).
- (6) Located outside the United States and its possessions and territories, when conspicuous identification would endanger the security of individuals or the U.S. Government.
- (7) MACOMs may authorize additional exemptions for NTV located in their areas of responsibility, when local circumstances so dictate.

*b.* Vehicles exempt from the requirement to display U.S. Army Registration Number license plates may display U.S. Government license plates, or license plates of the appropriate State, territory, possession, or foreign country.

*c.* District of Columbia Code requires all motor vehicles acquired for official purposes and regularly based or garaged in the District of Columbia be registered with the District of Columbia Transportation Systems Administration. The Military District of Washington (MDW) establishes a liaison representative with the DC Department of Public Works, Transportation Systems Administration, on an annual basis. MACOMs and DA Separate Agencies submit requirements for registration annually to MDW (ANLOG–T), WASH DC 20319. Vehicles will be re-registered in February each year.

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

(2) NTVs regularly based or garaged in DC that are not eligible for regular DC license plates will instead display U.S. Government license plates. These license plates are procured by U.S. Army Materiel Command Installations and Services Activity (AMC I&SA) for users without cost from the DC Department of Public Works, Transportation Systems Administration when the vehicles are registered.

(3) MACOMs and DA Separate Agencies will advise MDW when NTV regularly based or housed in DC are—

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

*d.* Vehicles which are regularly based or garaged outside DC that are exempt from the requirement to display U.S. Army Registration Number license plates will be registered and licensed as set forth in regular State, territory, or host nation laws.

*e.* Vehicles that are exempt from displaying U.S. Army Registration Number license plates, or have not been issued regular license plates of the appropriate State, territory, or host nation, may use U.S. Government license plates. U.S. Government license plates can be obtained and used on commercially leased vehicles to save costs of State licensing. These plates are issued by the U.S. Army Materiel Command Installations and Services Activity, ATTN: AMXEN–E, Rock Island, IL 61299–7190.

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

*g.* Because of the commercial design of these vehicles and lack of exterior markings identifying them as Army–owned or controlled vehicles, measures will be taken to ensure these vehicles are used for official purposes only.

## Chapter 10 Maintenance Management

### 10-1. General

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

*a.* Army-owned or controlled NTVs will always be maintained in a safe and serviceable condition. Commanders and supervisors at all levels will strictly comply with the maintenance management program set forth in this regulation, AR 750-1, DA Pam 750-8, and TM 38-600, and vehicle manufacturers' owners/maintenance manuals. Vehicles leased from GSA Interagency Fleet Management System (IFMS) will be maintained in accordance with GSA directives. Vehicles leased from commercial sources or obtained from other Governmental agencies will be maintained in accordance with the provisions of the lease or loan agreements and this chapter as appropriate.

*b.* The serviceability standards for Army-owned NTVs contained below and amplified in DA Pam 750-8 and TM 38-600 provide for the inspection, servicing, and replacement of components and assemblies only. The overhaul, reclamation, and/or rebuild of end items and major components normally will not be performed on Army-owned NTV.

*c.* The policy of providing for scheduled replacements of Army-owned NTVs requires that limitations be established on the expenditure of funds for maintenance and repair during normal life expectancy. Replacing Army-owned NTVs prior to the period when extensive repairs are needed promotes more dependable operations at the lowest cost per mile and reduces maintenance workloads and maintenance support expenditures.

### 10-2. Maintenance policy

*a.* Operator inspection and service includes the recurring inspecting and servicing of Army-owned or controlled vehicles by operator personnel to detect and correct vehicle malfunctions which would otherwise make the vehicle unsafe or unserviceable. All Army activities authorized and assigned Army-owned or controlled NTVs will establish specific pre/during/post-operation procedures for operator inspections and services which must be performed by the operator each day the vehicle is dispatched. Locally developed Preventive Maintenance Checks and Services (PMCS) checklists should be developed in accordance with TM 38-600 (See fig 10-1 for an example). Included are minor or simple parts replacement and servicing (such as adding engine coolant or water, refueling, light bulbs, fuses, replacing windshield wiper blades, inflating tires to proper pressure, and changing defective tires). Additionally, operator service includes cleaning windows and washing vehicle exteriors, when required. When a NTV is serviced by someone other than the operator, the operator will ensure that all required services are performed and the NTV is in a safe and serviceable operating condition. Operators are also responsible for reporting in writing any noted deficiencies to designated personnel responsible for taking corrective action.

*b.* Scheduled inspections and services includes the inspection and maintenance of NTVs by qualified automotive inspectors and maintenance personnel. Type and frequency of such inspections include:

(1) *Safety.* Each Army-owned or commercially-leased NTV will undergo an annual safety inspection, using the criteria listed in AR 750-1, TM 38-600, State, and Federal Regulations. Safety inspections shall comply with State and local inspection intervals. However, when these inspection intervals do not coincide, the required annual safety inspection will be made in conjunction with the annual vehicle serviceability inspection. Deficiencies noted during the annual safety inspection which impair driving safety will be corrected before the vehicle is returned to use.

(2) *Serviceability.* Each Army-owned NTV will undergo a serviceability inspection every 12,000 miles or 12 months, whichever is first. Engine tune-ups will be as prescribed in manufacturers service manuals. Adjustments and repairs will be limited in scope to only those items prescribed in Army maintenance policies or by the manufacturer to restore the vehicle to a safe and serviceable condition. GSA vehicles will be maintained in accordance with GSA directives.

*c.* Emissions Inspection and Maintenance

(1) Under the Clean Air Act, 42 U.S.C. 1857, as amended, the Army must comply with State and local plans to improve air quality. All Army activities authorized and assigned NTVs will establish programs to conform with the State and local standards to monitor and analyze emissions from NTV and shall use State and local guidelines in conducting such analyses. GSA shall be responsible for ensuring GSA leased vehicles comply with Federal standards.

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

(3) An exception to policy is made for the removal of the catalytic converter to prevent vehicle damage outside the continental United States where only leaded gasoline is available. Outside CONUS, compliance with host-nation emission control laws shall be governed by terms of the Status of Forces Agreement, stationing agreement or any other agreement between the United States and the country concerned.

*d.* Unscheduled maintenance service involves the correction of deficiencies which occur between scheduled inspections and services. Unscheduled maintenance will be limited to items reported deficient and confirmed by diagnosis of

qualified inspectors. Other deficiencies observed at the time of an unscheduled service, particularly those affecting safety, shall be corrected.

*e.* Preventive Maintenance. In addition to Scheduled Inspection and Services, special attention will be given to the following steps to ensure vehicles are maintained in a fuel efficient manner:

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

### **10-3. Methods to accomplish maintenance**

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

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

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

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

### **10-4. Repair parts**

*a.* Repair parts support of Army-owned NTV is normally obtained by local purchase from commercial vendors. For all CONUS commands and agencies, local purchase procedures will be used and repair parts inventories maintained at a minimum level, consistent with local requirements.

*b.* Repair parts supply for Army-owned NTV used OCONUS will be established in separate DA supply procedures in accordance with AR 710-2.

*c.* Under the provisions of the Federal Acquisition Regulation, Blanket Purchase Agreements or "charge accounts" may be established for purchase of items when there is a repetitive need. Units may designate an organizational component to place requirements against such agreements. When needs are not repetitive, and the aggregate amount of a transaction does not exceed \$100.00, purchases may be made from impress funds by contracting officers or other persons properly designated. However, use of Government issued credit cards by authorized personnel is encouraged as a more efficient means of payment.

### **10-5. Performance standards**

*a.* The performance standards contained in TM 38-600 will be used to assess the performance of maintenance elements regardless of type (in-house, commercial, or combination). The performance standards include both direct and indirect maintenance man-hours in fleet standards. The direct maintenance man-hours standards for NTVs will be applied prior to repairs as prescribed in appendix II, TM 38-600. Performance standards will also be applied to rate shop performance. When man-hours standards are exceeded, action will be taken to find the cause and prescribe corrective action.

*b.* Strict maintenance controls will provide for:

- (1) Minimized Army-owned NTV downtime, as authorization documents do not include maintenance float vehicles.
- (2) Balanced scheduling of workloads.
- (3) Effective quality control program.
- (4) Compilation of a current technical library of maintenance data for Army-owned NTVs.
- (5) Posting of records.

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

### **10-6. Warranty provisions**

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

*b. Warranty Correction Procedures.* When it is determined that a deficiency exists on an Army-owned NTV,

activities located in the 50 States and the District of Columbia shall attempt to obtain corrective action by the local franchised dealer. Activities shall not take action to correct deficiencies and expect to be reimbursed by the contractor, unless such corrective action has been authorized in writing by either the contractor or the contract administration officer. Warranty problems that are not resolved by the local franchised dealer shall be documented and forwarded to the Warranty Control Offices listed in appendix B, DA Pam 750-8 for resolution. Installations/activities using U.S. manufactured vehicles OCONUS, where warranty provisions cover only the replacement by the manufacturer of defective parts, shall return such parts to the manufacturer only when economical to do so. Correction of warranted deficiencies on foreign vehicles, procured for use by U.S. Forces outside CONUS, will be prescribed by the overseas manufacturer's warranty.

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

#### **10-7. Other defects**

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

*b.* Abnormal wear or material failures, malfunctioning of equipment, poor design, or other unsatisfactory conditions, not otherwise covered by warranty or latent defect procedures, shall be reported to the DOD Component concerned. Reports shall completely document the condition and provide, where a solution is known, specific recommendations for corrections, such as improvement in design, ease of maintenance, safety and efficiency of operation, suitability of fuel, lubricants, and preservatives.

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

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

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

(3) MACOMs shall ensure procedures have been established for dissemination of manufacturer-announced defects and for reporting of corrections.

#### **10-8. Motor vehicle modification**

*a.* Commanders and supervisors will strictly limit vehicle changes to those required for safety, security, or mission accomplishment. Approval will not be granted for a modification which will permanently alter the interior or exterior of the vehicle, nor one that prevents the vehicle from being restored to its original configuration when no longer required to meet mission requirements. TM 38-600 contains additional restrictions and a list of additional modifications which may be approved by local commanders. When considering such modifications, costs and replacement aspects will be considered prior to any action.

*b.* In accordance with Section 303 of the Energy Policy Act of 1992 and its implementing Section 2 of Executive Order 12844, DOD-owned sedans, station wagons and light duty trucks, under 8,500 gross vehicle weight, may be converted to use alternative fuels, including natural gas, liquefied petroleum gas, alcohols and electricity, to meet the alternative fueled vehicle (AFV) acquisition goals, if such vehicles are not available from original automotive equipment manufacturers (OEM) and, after conversion, the OEM warranty continues to apply to such vehicles, pursuant to an agreement between OEM and the person performing the conversion. All converted vehicles shall comply with all applicable Federal and State emissions and safety standards, consistent with those requirements placed on original automotive equipment, including years and mileage.

*c.* Installations/Activities with GSA leased vehicles will obtain written approval from the appropriate GSA regional office before modifying GSA vehicles.

*d.* Installations/Activities with leased vehicles from commercial sources will request written approval through the cognizant contracting office from the appropriate vendor before modifying commercially leased vehicles.

## 10–9. Restrictions on privately owned vehicles

Privately owned vehicles, vehicle units, parts, accessories, and equipment will not be repaired, serviced, washed or manufactured in any Army shop, garage, or other building. Army-owned or controlled vehicles, tools, equipment, or supplies will not be used to service or repair private property except when life threatening or emergency conditions occur calling for humanitarian response. Privately owned vehicles will not be parked, garaged, or stored in any Army motor pool, shop, or in any building where Army property is stored. The above restrictions do not apply to authorized hobby shops.

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### MOTOR VEHICLE SAFETY INSPECTION CHECKLIST

#### Item Component Procedure

1. Brakes.
  - a. Test to determine if brakes are functioning properly.
  - b. Check brake pedal free travel as required.
  - c. Remove right front brake drum, inspect for wear or cracking, inspect lining for excessive wear, check wheel cylinder for leaks and deterioration. If excessive wear and/or malfunctions are noted, remaining drums will be removed and completely inspected.
  - d. Check all hydraulic brake lines for leaks and condition. Fill system with fluid.
  - e. On air brake systems, inspect air brake diaphragm chambers and all air lines and air tanks for leaks and deterioration; check air brake instrument controls and air valves.
  - f. For disc brakes, inspect disc and pads with manufacturer's recommendations.
2. Lights. Check all lights, signals, and reflectors. Check alignment of headlights.
3. Instruments. Check all instruments, gauges, mirrors, controls, and switches, controls, horns, and warning devices for proper functioning.
4. Exhaust system. Check muffler, exhaust, tailpipes, and all connections for leaks.
5. Steering system. Check all steering devices and linkage for wear, alignment, and damage.
6. Safety belts. Check all safety belts for wear and proper mounting.
7. Fifth wheel. Check fifth wheel operation and safety trailer kingpin lock. Check trailer kingpin for wear damage and condition of trailer jumper cable.
8. Tires. Check all tires for damage and excess wear. Check wheel lug nuts for tightness.
9. Windshield. Check for proper operation, wear damage, wipers and deterioration. washers, glass, and defrosters

Figure 10–1. MOTOR VEHICLE SAFETY INSPECTION CHECKLIST

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## Chapter 11

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

#### 11–1. General

This chapter outlines Army policy and procedures for determining replacement/repair criteria, life expectancy, and disposal actions for Army-owned nontactical vehicles.

#### 11–2. Policy

Determination of retention or retirement of nontactical vehicles is based on age, mileage, or cost of repairs. The

prescribed age and mileage criteria is in table 11–1. These criteria will be used as a basis for determining whether commercial design vehicles will be repaired and retained or retired.

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

- (1) The prescribed age and mileage criteria is reached or exceeded for passenger and general purpose vehicles, or
- (2) The prescribed age or mileage criteria is reached or exceeded for special purpose vehicles, or
- (3) Determined uneconomically repairable in accordance with c below.

b. MACOM commanders may authorize exceptions to the retirement/replacement criteria when replacement vehicles are not readily available and the continued use of an uneconomically repairable vehicle is determined essential to the mission. Requests for retention of over age, over mileage, and/or uneconomically repairable vehicles submitted by installations, activities, or units will be submitted to MACOMs in writing and accompanied by a technical inspection (DA Form 461–5) indicating vehicle condition and estimated costs of repair, excluding cosmetic repairs.

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

(1) Determine from table 11–1 whether the replacement criteria has been reached or exceeded. When the prescribed replacement criteria has been reached or exceeded, the NTV will normally be retired and a replacement requirement identified to the MACOM.

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

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

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

(c) When the estimated cost of repair is less than 15 percent of the current acquisition cost of a like vehicle, repair is authorized. Current acquisition cost is determined from the data provided by TACOM to the MACOMs annually (see chapter 1, paragraph 1–3d.)

(d) When the estimated cost of repair is more than 15 percent of the current acquisition cost, but less than 50 percent of the current wholesale value, the repairs constitute an extensive repair and requires a waiver approved by the MACOM. (See table 11–2 for computation factors for use in determining current and projected wholesale values.) The local commander will determine and certify that extensive repair is necessary to meet mission requirements. Extensive repair items are subject to Army Audit Agency and Inspector General review.

(e) MACOMs will not authorize repairs when the estimated cost of repairs is more than 50 percent, unless exigencies exist that warrant repair and retention of the vehicle to support the mission.

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

**Table 11–1**  
**NTV Life Expectancy, Years/Miles**

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

### 11-3. Disposal

a. Disposal and disposal reporting of NTVs will be in accordance with DOD 4160.21-M, the Defense Reutilization and Marketing Manual and this chapter.

b. MACOMs are the approval authority for the disposal of nontactical vehicles. Under no circumstances are vehicles to be disposed of without MACOM approval.

c. Prior to requesting disposal instructions for vehicles that have reached or exceeded the replacement criteria or are determined to be uneconomically repairable, Army activities will thoroughly screen vehicle records to:

(1) Preclude unwarranted disposal of nontactical vehicles which:

(a) Merit further service, even though they exceed mileage and age criteria.

(b) Are economically repairable under prescribed criteria.

(2) Ensure uniform procedures have been applied in making technical inspections, and provide guidance as required.

(3) Ensure requests for replacement NTVs are not generated when there may be excess economically repairable vehicles on hand to perform the mission.

d. Nontactical Vehicles reported for disposal and for which replacements have been identified, scheduled, or provided will not be returned to command use without obtaining prior MACOM approval.

e. DA Form 2408-9 (Equipment Control Record) will be prepared and forwarded to the MACOM designated control point for all NTVs turned in for disposal in accordance with DA Pam 750-8.

**Table 11-2  
Computation Factors for Use in Determining Current and Projected Wholesale Values**

Vehicle type	Age in years*																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Percentage against vehicle acquisition cost																			
Ambulance, all	92	84	76	68	60	52	44	36	28	20										
Sedan, all	92	84	76	68	60	52	44	36	28	20										
Sedan Mod	93	87	80	73	67	60	53	47	40	33	27	20								
Station Wagon	92	84	76	68	60	52	44	36	28	20										
Bus, Boc(up to 37 pax)	92	84	76	68	60	52	44	36	28	20										
Bus, Boc(over 37 pax)	93	87	80	73	67	60	53	47	40	33		27	20							
Bus, Integral	93	87	80	73	67	60	50	47	40	33	27	20								
Truck, under 7,000 GVW	92	84	76	68	60	52	44	36	28	20										
Truck & Truck Tractor 7,000-18,999 GVW	92	84	76	68	60	52	44	36	28	20										
Truck & Truck Tractor 19,000-23,999 GVW	92	84	76	68	60	52	44	36	28	20										
Truck & Truck Tractor 24,000-39,999 GVW	93	87	80	73	67	60	50	47	40	33	27	20								
Truck & Truck Tractor 40,000 GVW & over	93	87	80	73	67	60	50	47	40	33	27	20								
Trailer & Semitrailers, General Use	96	92	88	84	80	76	72	68	64	60	56	52	48	44	40	36	32	28	24	20
Trailer & Semitrailers, Tank (all types)	95	89	84	79	73	68	63	57	52	47	41	36	31	25	20					
Trailer & Semitrailers, W/Mechanical Elevating Or Lifting Type Bodies	92	84	76	68	60	52	44	36	28	20										
Motorcycles	87	73	60	47	33	20														
Scooter, 3 or 4 Wheel Gasoline or Electric	84	68	52	36	20															

Notes:

\* All figures in columns under age in years are percentage factors to be applied against the vehicle acquisition cost in determining the current and projected wholesale value. A factor of 50 percent will be applied against the current wholesale value in determining maximum extensive repair expenditures for all vehicle types. EXAMPLE: The current wholesale value of a light sedan, 3 years old, with a current acquisition cost of \$1650 would be \$990, computed in accordance with the above table. The maximum extensive repair expenditure is 50 percent of \$990 or \$495. Any one-time repair costing more than \$495 would be considered uneconomical and a replacement vehicle should be requested.



## **Chapter 12**

### **Cost Accounting and Management Reporting**

#### **12-1. General**

This chapter prescribes uniform cost accounting and management reporting policies and procedures for the preparation, submission, and processing of cost accounting and management reports used for effective management of the Army's NTV fleet.

#### **12-2. Policy**

*a.* Cost accounting and management reporting shall provide uniform data necessary for the efficient and effective management of the Army's NTV vehicle assets, to include operation and management. Uniform cost accounting and management reporting requirements serves the transportation equipment managers' needs; provides higher headquarters with cost summaries that are reliable and meaningful, and meets the reporting requirements of Federal Property Management Regulations.

*b.* Each reporting activity identified below shall develop and operate the most efficient and effective vehicle management program to meet its assigned mission requirements. To fulfill this responsibility, each reporting activity will develop a system to maintain records to capture:

(1) NTV cost and performance measurement data and life cycle projections on which management decisions may be based.

(2) Basic operation and maintenance data for NTV which will be used in the respective vehicle manager's accounting system.

(3) Provide paperless transmission of data from installation to MACOM/Agency for consolidation and forwarding to TACOM.

*c.* Resource managers will use cost and performance data to ensure the cost versus benefit alternatives are fully considered in investment and operating decisions.

#### **12-3. Required reports summary**

Two basic reports required for the management of Army NTV are:

*a.* Standard Form 82 (Agency Report of Motor Vehicle Data) (RCS 1102-GSA-AN). This annual report for each fiscal year, 1 October to 30 September, will be submitted to Commander, USATACOM, ATTN: AMSTA-IM-FTVD, Warren, MI 48397-5000, not later than 15 November. To meet DOD and GSA suspense dates, this due date will not be extended. An information copy of the Standard Form 82 will also be provided to HQDA (DALO-TSP), WASH, DC 20310. Do not provide copies directly to DOD or GSA. The report will be unclassified. The data contained in report has three major uses.

(1) Provided to Congress as part of a required annual report on the status of the Federal Administrative Vehicle fleet.

(2) SF 82 data is provided by Army to OSD as a Congressionally required display, PB41, in the DOD budget submission.

(3) Data used to develop and defend OMA funding for base operations and installation transportation services.

*b.* DA Form 3665 (Annual Commercial Design Motor Vehicle Requirements Review) (RCS CSGLD 1577). This requirement's review will be used to establish current fiscal year, budget year, and Program Objective Memorandum (POM) funding requirements for the procurement of Army-owned vehicles. This annual report for each fiscal year, 1 October to 30 September, will be submitted to Commander, USATACOM, ATTN: AMSTA-IM-FTVD, Warren, MI 48397-5000, not later than 15 November. An information copy of the DA Form 3665-R will also be provided to HQDA (DALO-TSP), WASH, DC 20310.

#### **12-4. Reporting commands and agencies**

The following activities authorized NTV vehicles are responsible for collecting and consolidating cost and performance data from subordinate elements for submission to TACOM:

*a.* Major Army Commands (MACOMs).

(1) USAR unit vehicles provided from Army elements will be included in MACOM reports.

(2) Commands with domestic and foreign based vehicles will submit a separate SF 82 for domestic and foreign based vehicles.

*b.* Army Staff elements in command of Field Operating Activities (FOAs) or other activities authorized NTV vehicles.

*c.* Other Army activities authorized NTV vehicles that are supported by TACOM or lease commercial vehicles.

*d.* Office of the Director, Army National Guard.

## 12-5. SF 82 (RCS 1102-GSA-AN)

*a. Report preparation.* The following instructions shall be used by all reporting activities to prepare the SF 82. This can also be located at [HTTP://policyworks.gov/org/main/mt/homepage/MTV/SF82.pdf](http://policyworks.gov/org/main/mt/homepage/MTV/SF82.pdf).

(1) Reportable vehicles shall include Army-owned and commercially-leased NTV such as sedans, station wagons, carryalls, vans, ambulances, buses, trucks, and truck tractors, regardless of fleet size. The following vehicles are excluded from the report:

- (a) Trailers and trailing equipment regardless of type or size.
- (b) Trucks with permanently mounted equipment.
- (c) Air compressors.
- (d) Motorcycles.
- (e) Military design (tactical) vehicles.
- (f) Special purpose vehicles (such as fire, wrecker, maintenance, refuse, high lift, oil, fuel, industrial tractors).
- (g) Construction and installation maintenance equipment (such as cranes, dump trucks, snowplows, sweepers, loaders, graders).
- (h) Materials handling equipment.
- (i) Scooters (2-, 3-, or 4-wheel—all classes).
- (j) Vehicles leased from GSA IFMS.
- (k) Vehicles provided by contractors.

(2) In the case of a satellite vehicle, only the reporting activity which is authorized the NTV will report the data. The reporting element authorized the NTV will report inventory, cost, and performance data for satellite vehicles elsewhere within the same major command. Other satellite Government vehicles will be reported in the proper section.

(3) During preparation, emphasis will be placed on accurate submission of all data. Reports are eventually merged into an overall Army report, which is then in turn submitted to the Department of Defense. Accuracy at the reporting echelon is essential.

(4) Title Line. Separate forms shall be submitted for domestic and foreign based vehicles. Place an (X) in the Vehicles Based block indicating that domestic or foreign vehicles are included on the SF 82 (figure 12-1). Other entries required in the title line are self explanatory. Domestic is defined as the 50 States, the Territories, the Commonwealth of Puerto Rico, and the District of Columbia.

(5) Section I, Part A, Line 1, Vehicles on hand, Oct 1, must be the same totals from section I, Part A, Line 4, Vehicles on hand, 30 Sep, of the previous year's report. The remainder of sections I, II, and III shall be completed using the reporting procedures on the back of the SF 82 (figure 12-2) and additional guidance contained in the following figures.

- (a) Figure 12-3 contains a breakout of how inventory data is to be reported.
- (b) Figure 12-4 contains a listing of the various NTV reporting groups.
- (c) Figure 12-5 contains cost classification checklist for materials and other costs (separating direct and indirect costs).
- (d) Figure 12-6 contains a cost classification checklist for labor.

### *b. Accounting guidelines.*

(1) Each Army activity with NTV acquired with appropriated funds shall classify and accumulate transportation costs and data in accordance with the guidelines below. Each Army activity shall develop effective and economical methods and procedures consistent with these requirements, but adaptable to its own organization and accounting equipment. Cost accounting and reporting is required for vehicle categories indicated on SF 82.

(2) *Guidelines.* The cost accounting and management reporting systems shall incorporate the following guidelines:

(a) *Labor.* Civilian and military labor costs shall be distributed between direct and indirect maintenance and operating labor. Computations of civilian labor costs to determine a hourly rate will be computed using the annual wage divided by 2087 hours, multiplied by 1.29. The 1.29 percent increase includes provisions for payable absences on annual, sick, holiday, and other leave and Government contributions for employee benefits, such as retirement and insurance.

(b) *Military labor.* All active forces military personnel assigned to the transportation activity shall be computed in accordance with DFAS-IN 37-1 (EMO).

(c) Computation of labor costs for industrial fund activities shall be in accordance with DOD Directive 7410.4.

(3) *Material.* Fuel, lubricants, materials, parts, and accessories shall be identified and distributed between direct and indirect material.

(4) *Accident damage repair costs.* The direct cost of accident damage repair shall be identified separately as an accident cost. Accident damage repairs shall include the cost of all labor and items replaced, and contractual costs.

(5) *Contractual services.* The total cost of contractual services for maintenance shall be identified between commercial vendor and other Government repair shops (such as Departments of Labor and Navy). Include any other contractual service obtained from other Government Agencies that is applicable to the operation of specific vehicle

classes. Contractual services shall not be identified by element of cost, labor, and material. Exclude accident damage and hired vehicle costs.

(6) *Hired vehicles.* Rental, for hire, and leased motor vehicle costs shall be identified separately in the transportation activity records. These costs, although contractual, do not relate to operation and maintenance costs for Government-owned motor vehicles and shall not be identified with those contractual services set forth above.

(7) *Shop rates.* Reporting activities may elect to use shop rates to effect an equitable distribution of costs. Procedures for using of shop rates may be prescribed in AR 750-1. When shop rates are used, the accumulated shop rate cost shall be periodically compared with the actual cost charged to the transportation function. Shop rates shall be adjusted on the basis of an analysis of the differences.

(8) *Total indirect costs.* These costs are not readily identifiable with specific vehicles or classes of vehicles and are computed for total vehicles and prorated to the vehicle classes in proportion to the direct costs. They include Government shop level indirect labor (clerks, dispatchers, custodians, and so forth, and related military personnel); administrative and fiscal labor and material above shop level; rent and/or amortization for shops and offices; and other costs such as commercial storage, shop equipment depreciation, and maintenance.

(9) *Sedan and station wagon inventories.* Report the total numbers of sedans and station wagons, Army-owned and commercially-leased, as of September 30 of the reporting year by vehicle classification (classified in accordance with GSA Federal Standard 122); GSA IFMS leased vehicles are not reported on the SF 82.

### 12-6. DA Form 3665 (RCS CSGLD 1577)

a. The following instructions shall be used by all reporting activities to prepare DA Form 3665.

(1) Installations, activities, and units authorized NTV will review and submit their total NTV requirements (to include passenger, general purpose, and special purpose vehicles in FSC classes 2310, 2320, 2330, 2340, 2510 and 3990), to MACOMs and/or DA Separate Agencies for consolidation. NTV authorizations, on-hand assets, and vehicles due in, as of 30 September will be the basis for the review. The review applies to all NTV authorized/assigned, excluding IFMS, against TDA'S, MTDA'S and JTA'S.

(2) During preparation, emphasis will be placed on accurate projection of NTV requirements to preclude submission of interim changes or emergency actions to replace uneconomically repairable vehicles. The review is intended to permit all levels of command to plan for the continuing availability of adequate NTV fleets to meet mission requirements.

(3) TACOM, in conjunction with the MACOMs, will establish and utilize a nontactical vehicle relational data base to improve support for the Planning, Programming, Budgeting and execution of the NTV program.

b. Supplemental instructions for the preparation of DA Form 3665 provided by TACOM to MACOMs will also be used.

AGENCY REPORT OF MOTOR		FISCAL YEAR ENDING	VEHICLES BASED ON		DEPARTMENT OR AGENCY		BUREAU, SERVICE, ETC.		INTERAGENCY REPORT 1102-GSA-AM	
VEHICLE DATA		8/30/88	DOMESTIC FOREIGN				TRUCKS & TRUCK TRACTORS BY GROSS VEHICLE WEIGHT RATING			
	DESCRIPTION	LINE #	TOTAL ALL VEHICLES	SEDANS & STATION WAGONS	AMBULANCES	BUSES, >15 PASSENGERS	GVW 8000 LB/KILO & UNDER	GVW 8000 LB/KILO & UNDER	8001-16000 LB/KILO & OVER	16001 LB/KILO & OVER
SECTION I	OWNED VEHICLES ON HAND	1	7001	753	84	285	2059	2145	975	720
AGENCY-OWNED & LEASED VEHICLES	AVERAGE COMMERCIAL LEASED	2	59	36	2	0	11	10	0	0
	TOTAL COMMERCIAL LEASE COST	3	413453	210605	24000	0	56948	121900	0	0
SECTION II	FUEL COST	4	3243341	587837	16284	346008	531835	1225331	270657	285211
AGENCY-OWNED VEHICLES	DIRECT MAINTENANCE COST	5	7609441	788447	72255	1169994	1846050	1979591	802750	972354
	INDIRECT COST	6	7232709							
LARGE FLEETS OF 2000 OR MORE	TOTAL COSTS APPROX	7	18085491	1354384	88519	1516000	2377985	3204922	1073407	1237565
	TOTAL MILES/KILOMETERS OPERATED	8	35938000	5842033	153558	2983812	11516620	9897741	3259399	2284839
SECTION III	VEHICLE CLASS		OWNED	LEASED	REMARKS					
SEDAN	CLASS I - SUBCOMPACT	9	0	3	TOTALS FOR BOTH CONUS AND OCONUS					
STATION WAGON	CLASS II - COMPACT	10	707	24						
INVENTORY DATA	CLASS III - MIDSIZE	11	7	3						
	CLASS IV - LARGE	12	27	3						
	CLASS V - LIMOUSINE	13	12	3						
	TOTAL	14	753	36						

CONTACT FOR ADDITIONAL INFORMATION:

Figure 12-1. Sample completed SF 82, page 1.





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## INVENTORY DATA

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SDN/SW		CA/PU/PNL		OTHER	
GSA	CML	GSA	CML	GSA	CML
NRVEH/\$Cost	NRVEH/\$/Cost	NRVEH/\$Cost	NRVEH/\$/Cost	NRVEH/\$Cost	NRVEH/\$/Cost
FY XX					

Figure 12-3. Inventory Data

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## VEHICLE REPORTING GROUPS – SF 82

	Column	Line
Total (all vehicles)	(b)	
Automobiles, sedans	(c)	All
Station wagons	(d)	All
Ambulances (auto and truck)	(e)	All
Buses, 11 passengers or more	(f)	All
Trucks and truck tractors: Gross vehicle weight less than 12,500 pounds:		
<b>4 x 2</b>	(g)	x39598 x39877 x42064 x54531 x54775 x54805 x54825 x56038 x61518
<b>4 x 4</b>	(h)	x39461 x39893 x42201 x54942 x56175 x61655
Gross vehicle weight 12,500 – 16,999 (1 1/2 – 2 1/2 tons)	(i)	x54966 x63847
Gross vehicle weight 17,000 pounds and over (3 tons and over)	(j)	x41379 x41516 x43571 x43589 x43982 x44119 x44256

Figure 12–4. Vehicle Reporting Groups

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**COST CLASSIFICATION CHECKLIST—MATERIALS AND OTHER COSTS**

	Cost categories			
	Direct materials and other costs		Indirect materials and other costs	
	Operating	Maintenance	Operating	Maintenance
Fuels, lubricants, and materials				
Antifreeze		X		X
Cleaning supplies—miscellaneous materials, operations, and maintenance			X	X
Fuel	X			
Motor oil, lubricants—fluids				X
Windshield washer solution				X
Batteries				X
Fan belts		X <sup>1</sup>		
Filters, oil and air		X <sup>1</sup>		
Floor mats		X <sup>1</sup>		
Fuses		X <sup>1</sup>		
Hub caps		X <sup>1</sup>		
Lamp bulbs		X <sup>1</sup>		
Radiator caps, hoses, and clamps		X <sup>1</sup>		
Reflectors		X <sup>1</sup>		
Seat belts		X <sup>1</sup>		
Seat covers		X <sup>1</sup>		
Spare wheels		X <sup>1</sup>		
Spark plugs		X <sup>1</sup>		
Tire chains				X
Tires (new and recapped) and tubes				X
Windshield washer bags and related parts		X <sup>1</sup>		
Windshield wiper blades		X <sup>1</sup>		
Wiring		X <sup>1</sup>		
All other replacement parts		X <sup>1</sup>		
Preexpended items (bench stock)				X
<b>INSTALLATION, REPAIR, REPLACEMENT, AND REMOVAL OF EQUIPMENT NEEDED TO MEET SPECIAL OPERATING REQUIREMENTS<sup>1</sup></b>				
Cargo covers and seats for use on pickup and other trucks	X	X		
Dump truck sideboards	X	X		
Expanded metal grids on military police or patrol vehicles, mail or cargo trucks, and bus window guards	X	X		
Fire extinguishers	X	X		
Flag staff and flag rank plates and other designation plates and signs <sup>2</sup>	X	X		
Heaters and defrosters	X	X		
Hydraulic tail gates and hoists	X	X		
Mud flaps, trucks, trailers, and semitrailers	X	X		
Pipe and ladder racks	X	X		
Portable road or runway sanders	X	X		
Radio and radio interference suppressors	X	X		
Sirens and flashers	X	X		
Snow plows	X	X		
Winches	X	X		
All other operating equipment needed to meet special requirements	X	X		

<sup>1</sup> Charge as direct if a work order is issued, unless these are preexpended items.

<sup>2</sup> Exclude the initial or replacement cost of special equipment items. Labor costs incurred in initial installation, replacement, or removal will be charged as direct operating cost. Subsequent labor and material charges for repair and replacement will be charged as direct maintenance.

Figure 12-5. Cost classification checklist—Materials and other costs



**COST CLASSIFICATION CHECKLIST—LABOR**

	Organization		Cost categories			
	Motor pool or service station	Maintenance and allied trade shops	Direct labor		Indirect labor	
			Operating	Maintenance	Operating	Maintenance
<b>Military and civilian personnel</b>						
Dispatchers (operations) . . . . .	X				X	
Driver testers (when funded by transportation)	X				X	
Individual in charge of both operations and maintenance (if applicable) . . . . .	X	X			X <sup>1</sup>	X <sup>1</sup>
Inspectors, estimators, cost clerks, dispatchers, maint., planners, production control personnel . . . . .		X			X	
Maintenance officer, service manager and shop supervisors . . . . .		X				X
Mechanics, machinists, welders, painters, lubricators and other allied craftsmen who perform labor on A through N vehicles . . . . .		X	X <sup>2</sup>	X <sup>2</sup>		X <sup>2</sup>
Service station attendants, supply personnel, shop storemen (when funded by transportation) . . . . .	X	X			X <sup>4</sup>	X
Supervisory, clerical, custodial, administrative.	X	X			X	X
Tire and battery repairman . . . . .		X				X

<sup>1</sup> Charge 50 percent to indirect operations and 50 percent to indirect maintenance if individual is in charge of the operations and maintenance functions, or distribute cost on proration determined by local management.

<sup>2</sup> Installation only of accessories, parts of components associated with the authorized modification of a vehicle.

<sup>3</sup> Charge as direct if a work order is issued; charge as indirect for minor work not on a shop repair order.

<sup>4</sup> Indirect operating labor for service station attendants.

**Figure 12-6. Cost classification checklist-Labor**

## **Appendix A References**

### **Section I Required Publications**

#### **AR 1–75**

Administrative and Logistical Support of Overseas Security Assistance Organizations (SAOs). (Cited in para 3–3.)

#### **AR 71–32**

Force Development and Documentation. (Cited in paras 1–4, 3–3, and 8–3.)

#### **AR 215–1**

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities. (Cited in para 5–5.)

#### **AR 385–10**

The Army Safety Program. (Cited in para 2–1f.)

#### **AR 385–63**

Range Safety. (Cited in para 9–9.)

#### **AR 600–55**

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing). (Cited in para 2–1.)

#### **AR 710–2**

Supply Policy Below the National Level. (Cited in paras 3–11, 3–12, 8–3, 9–4, and 10–4.)

#### **AR 710–3**

Inventory Management Asset and Transaction Reporting System. (Cited in para 1–4.)

#### **AR 735–5**

Property Accountability Policies. (Cited in para 2–1.)

#### **AR 750–1**

Army Materiel Maintenance Policy. (Cited in paras 9–8, 10–1, 10–2, 11–2, and 12–5.)

#### **AR 840–10**

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates. (Cited in para 9–8.)

#### **MIL–STD–1223**

Nontactical Wheeled Vehicles Treatment, Painting, Identification Marking and Data Plate Standards. (Cited in para 9–2.)

#### **DFAS–IN Regulation 37–1**

Army Accounting and Fund Control. (Cited in paras 6–2 and 12–5.) ([www.asafm.army.mil](http://www.asafm.army.mil))

#### **EM 0007, Aug 2004**

FED LOG. (Cited in paras 1–5 and 3–2.) (<https://weblog.logsa.army.mil/index.shtml>)

#### **TM 38–600**

Management of Administrative Use Motor Vehicles. (Cited in paras 10–1, 10–2, 10–5, and 10–8.)

### **Section II Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

#### **AR 11–2**

Managers' Internal Control Program

**AR 381-141(C)**  
Intelligence Contingency Funds

**AR 381-143(C)**  
Nonstandard Materiel Policy and Procedures (U)

**AR 710-3**  
Inventory Management Asset and Transaction Reporting System

**AR 725-50**  
Requisition, Receipt, and Issue System

**AR 750-1**  
Army Material Maintenance Policy

**DA PAM 750-8**  
The Army Maintenance Management System (TAMMS) Users Manual

**DOD 4500.36-R**  
Management, Acquisition, and Use of Motor Vehicles ([www.dtic.mil](http://www.dtic.mil))

**DODI 1000.15**  
Procedures and Support for Non-Federal Entities Authorized to Operate on DOD Installations ([www.dtic.mil](http://www.dtic.mil))

**DODI C-4500.51**  
DOD Nontactical Armored Vehicle Policy (U) ([www.dtic.mil](http://www.dtic.mil))

### **Section III**

#### **Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site ([www.apd.army.mil](http://www.apd.army.mil)). DD forms are available on the Office of the Secretary of Defense (OSD) Web site ([www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm](http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm)). Standard Forms (SF) and Optional Forms (OF) are available on the U.S. General Services Administration (GSA) Web site ([www.gsa.gov](http://www.gsa.gov)).

**DA Form 461-5**  
Vehicle Classification Inspection

**DA Form 3665**  
Annual Commercial Design Motor Vehicle Requirements Review

**DD Form 1970**  
Motor Equipment Utilization Record

**SF 82**  
Agency Report of Motor Vehicle Data. (Available electronically on [www.gsa.gov/forms/forms.htm](http://www.gsa.gov/forms/forms.htm).) (Obsolete)

### **Section IV**

#### **Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site ([www.apd.army.mil](http://www.apd.army.mil)).

**DA Form 2408-9**  
Equipment Control Record

**DA Form 4610-R-E**  
Equipment Changes in MTOE/TDA (EGA)

## **Appendix B Guidance for Conducting Cost-Comparison Study**

### **B-1. General.**

1. This appendix provides guidance for conducting the cost comparison study required by chapter 3, paragraph 3-5.
2. Provisions of vehicle leases vary depending on whether a vehicle is leased from the GSA or a commercial leasing firm, and on the types of vehicles being leased. For this reason, the cost comparison should compare the cost of acquiring, operating, and maintaining a DOD Component-owned vehicle, a GSA leased vehicle, and a vehicle leased from a commercial source. Procedures for determining aggregate monthly costs for each of these three methods of vehicle support are outlined in paragraphs B-2 through B-4 below.

### **B-2. DOD component-owned vehicle. The cost associated with this method of vehicle support includes the following cost elements.**

1. Acquisition cost expressed by a monthly amortization factor. This factor can be determined by subtracting the residual value of the vehicle at the end of its economic life from its acquisition price and dividing the remainder by the number of months in its economic life. GSA has developed standard amortization factors for different types of vehicles that can be used for this cost element. Information on these factors can be obtained from the GSA Fleet Management Center that services the installation or from the GSA Fleet Management Division, Washington DC, 20406, telephone: (202) 305-6278.
2. Direct and indirect costs associated with the operation and maintenance of the vehicle. Included are fuel costs, cost for repair parts, commercial repairs, supplies, and labor used in maintaining and/or repairing a vehicle, and indirect overhead costs associated with vehicle support. Historical records, to include SF 82 report data, should be used to identify these costs, and these costs should be prorated on a monthly basis. If the indirect overhead costs cannot be accurately identified, a factor of \$15 per vehicle per month can be used to estimate these indirect costs. This equals one half of the factor used by GSA. 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.

### **B-3. GSA-leased vehicles.**

The costs associated with this method of vehicle support include a standard monthly rate for each type of vehicle, and a mileage charge that varies by vehicle type and GSA region. Rates and charges can be obtained from the GSA Fleet Management Center servicing the installation or from the GSA Fleet Management Division at the location indicated in subsection B-2.1, above. Since GSA charges include the cost of fuel, maintenance, and replacement, no additional costs have to be included unless auxiliary equipment is requested.

### **B-4. Commercially-leased vehicles.**

The provisions in commercially-leased contracts may vary. As a minimum, this method of vehicle support should include quoted monthly lease charges plus any mileage charges that may be a part of the lease rate. In addition, 4 percent of the total estimated monthly lease charges should be included to account for the Government's cost of administering the lease contract. If fuel costs are not included in the lease charge, these costs should be added. Any maintenance costs not included in the leased costs should be added.

### **B-5. Summary.**

After determining the monthly aggregate cost for each method of vehicle support, these costs should be compared to determine the cost-effective method of vehicle support.

## **Appendix C Internal Control Evaluation**

### **C-1. Acquisition plans**

Army installations and activities have annual acquisition plans for alternative fuel vehicles that are commensurate with stipulated acquisition goals.

### **C-2. Vehicle acquisitions**

All conventional and alternative fuel vehicle acquisitions are reviewed and evaluated for compliance with Army-wide acquisition goals.

### **C-2. Alternative fuel vehicles**

Alternative fuel vehicles use alternative fuels for the majority of fuel requirements.

## **Glossary**

### **Section I Abbreviations**

**AFV**

alternative fueled vehicles

**APD**

Army Publishing Directorate

**AMDF**

Army Master Data File

**AR**

Army regulation

**BOAC**

billing office account code

**BEQ**

bachelor enlisted quarters

**BOQ**

bachelor officer quarters

**CFR**

Code of Federal Regulations

**CONUS**

continental United States

**CSC**

case study committee

**DCS, G-3**

Deputy Chief of Staff, G-3

**DCS, G-4**

Deputy Chief of Staff, G-4

**DODAAC**

Department of Defense Activity Address Code

**DODDS**

Department of Defense Dependent Schools

**DRMO**

Defense Reutilization and Marketing Office

**DTD**

domicile-to-duty

**EPA**

Environmental Protection Agency

**EUSA**

Eighth United States Army

**FOA**

field operating agency/activity

**FSC**

Federal Supply Classification

**GOV**

Government-owned vehicle

**GSA**

General Services Administration

**HAV**

heavy armored vehicle

**IEP**

individual education plan

**IFMS**

Interagency Fleet Management System

**ISSA**

interservice support agreements

**JTA**

joint tables of allowances

**LAV**

lightly armored vehicle

**LIN**

line item number

**LOGSA**

United States Army Materiel Command Logistics Support Activity

**MACOM**

major Army command

**MDW**

Military District of Washington

**MOU**

memorandum of understanding

**MSA**

metropolitan statistical area

**MWR**

morale, welfare, and recreation

**NSN**

national stock number

**NTV**

nontactical vehicle

**OCONUS**

outside continental United States

**PL**

public law

**PMCS**

preventive maintenance checks and service

**POD**

permissible operating distance

**POV**

privately owned vehicles

**RCS**

Reports Control Symbol

**RTD&E**

research, development, test, and evaluation

**TACOM**

United States Army Tank–Automotive and Armament Command

**TAMMS**

The Army Maintenance Management System

**TDA**

table of distribution and allowances

**U.S.C.**

United States Code

**USAFISA**

United States Army Force Integration Support Agency

**USAMC**

United States Army Materiel Command

**USAMC I&SA**

United States Army Materiel Command Installation and Services Activity

**USAREC**

United States Army Recruiting Command

**USAR**

United States Army Reserve

**USAREUR**

United States Army Europe

**USMA**

United States Military Academy

**Section II****Terms****Accessibility (United States only)**

For transportation purposes, a school shall 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 one hour or less each way.

**Administrative support**

Common support of installations and personnel using commercial design vehicles. Most Army sedans and station wagons are included in the administrative support category. (See also tactical and nontactical vehicle.)

**Administrative use motor vehicles**

Motor vehicles, normally of commercial design, assigned on the basis of authorization documents and used for

transportation support of an installation. They may also support a site or activity not classified as an installation. Motor vehicles of military design may also be used for administrative purposes. In this case, they are so classified.

**Agency**

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

**Alternative fuel vehicles**

A motor vehicle 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 vehicle functions) by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels; natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels (other than alcohol) derived from biological materials; electricity (including electricity from solar energy); and any other fuel that is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits.

**Auxiliary parking areas**

Areas located away from a main motor pool parking area that are designated by the installation/activity commander as temporary parking areas for vehicles operating in the immediate vicinity of an activity.

**Commercial design vehicle**

A vehicle designed to meet civilian requirements and used without major modifications by DOD activities for routine transportation of supplies, personnel, or equipment.

**Commercial facilities**

Facilities used to provide services by private or commercial firms. Does not include in-house contractors.

**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 kindergarten (or “pre-primary” or “junior primary,” and so forth) where this group or class is—

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

b. Under control of the local public board of education or other legally constituted local school authority having administrative control and direction of free public education in a county, township, independent, or other school district within a State.

**Direct labor**

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

**Direct maintenance man-hour input standards**

A standard establishing the maximum number of direct maintenance man-hours required for each thousand miles of operation to efficiently maintain a vehicle in a safe, serviceable operating condition over its life expectancy. Except for repair of accident damage, the standard includes the direct hours required to lubricate, service, paint, adjust, remove, replace, and repair components, as assemblies or parts, including tires, tubes, and batteries, to correct or prevent malfunctioning, wear, failure, or deterioration. The standard is based on a fully qualified mechanics performance and normal climatic, road, and other operating conditions generally experienced at most installations within CONUS.

**Direct Material**

All fuel, material, parts, and accessories charged to the transportation function that can be identified to a particular vehicle or group of vehicles at the time of acquisition by the transportation function. This includes components and assemblies.

**DOD Dependent Schools (DODDS)**

The engineering art that deals with planning, geometric design, and traffic operations of roads, streets, and highways. It includes their networks, terminals, parking areas, abutting land uses, and relationships with other modes of transportation for safe, efficient, and convenient movement of persons and goods.



**DOD dependent student (overseas areas only)**

A minor dependent who—

*a.* Is the child, stepchild, adopted child, ward, or spouse of a DOD sponsor, or who is a resident in the household of a DOD sponsor who stands in loco parentis to such individual and who receives one-half or more of his or her support from such a sponsor.

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

*c.* Is an authorized member of the household of a DOD sponsor entitled to a living quarters allowance, as authorized by the Department of State Standardized Regulations and DOD 1400.75 if the DOD sponsor is civilian.

*d.* Has not completed secondary school and who will reach his or her 5th but not 21st birthday by December 31 of the current school year; or

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

*f.* Is a preschool-age child who will be 4 years of age by December 31 of the current school year, provided that the Director, DODDs, or designee, in 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.* A member of the Armed Forces serving on active duty, or

*b.* A civilian officer or employee of the Department of Defense paid from appropriated funds.

**DOD sponsor (overseas areas only)**

A member of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard) serving on active duty and stationed overseas, or a civilian employee of the Department of Defense who is employed on a full time basis, paid from 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.

**Domicile**

A place of residence, regardless of where located, excluding TDY residences.

**Employee**

An employee of an agency in either the competitive or excepted service or an enrollee of the Job Corps.

**Executive sedan**

A large sedan classified in Federal Standards issued by the General Services Administration 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). The designation of a work site as a 'field office' does not, of itself, permit the use of a 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.

**Handicapped children**

Children who have been evaluated and classified by competent authority as being mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multiple handicapped, or having specific learning disabilities and who, because of those impairments, need special education and related services.

**Heads of executive departments**

The principal officials of executive departments, who are appointed by the President, with the advice and consent of the Senate.

**Identification**

The legend, 'For Official Use Only,' the name or title of the DOD component by which the vehicle is used, and the vehicle registration number.

**Indirect labor**

All work performed by civilian and military personnel charged to the transportation function that cannot be identified to a particular vehicle or group of vehicles.

**Installation or activity**

Real property owned or leased by the United States, and under the jurisdiction of one of the DOD Components, including family housing designed for rent for residential use by civilian or military personnel of the Army, Navy, Marine Corps, or Air Force, and constructed under the National Housing Act.

**Intelligence, investigative, or security purposes**

Terms used in connection with vehicles exempt from identification provisions; the term, 'security purposes,' does not include internal security functions performed by DOD component installation and activities.

**Local education agency (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.

**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.

**Lodging**

Temporary sleeping place or quarters.

**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 install

**Motor vehicle**

A vehicle designed and operated principally for highway transportation of property or passengers, but does not include a vehicle designed or used for military field training, combat, or tactical purposes.

**Motor vehicle accident**

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

**National Capital Region (NCR)**

The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges counties in the State of Maryland; Arlington, Fairfax, Loudoun, and Prince William counties and the City of Alexandria in the Commonwealth of Virginia; and all cities and other units of government within the geographic areas of such District, Counties, and City.

**Non-DOD schools**

Schools including dormitory facilities, other than DOD Dependent Schools, that provide suitable educational programs, usually on a tuition basis. The term includes resident facilities operated by approved non-DOD schools to provide room and board for eligible handicapped dependents when DOD Dependents Schools cannot provide an appropriate education.

**Nonproductive time utilization**

All work performed by DOD personnel assigned to the transportation function that does not contribute to the accomplishment of the transportation mission. Nonproductive labor hours shall be the difference between the hours for

the normal work week less the productive hours. Nonproductive time includes such items as guard duty and leave or training.

### **Nontactical vehicle**

A motor vehicle or trailer of commercial design acquired and assigned on the basis of authorization documents and used for providing administrative, direct mission, or operational transportation support of military functions. All DOD sedans, station wagons, carryalls, vans, and buses are considered "nontactical".

*a.* Administrative Support. Commercial design vehicles used for common support of installations and personnel. Most Army sedans and station wagons are included.

*b.* Direct Mission Support. Commercial design vehicles used by military activities directly supporting combat or tactical units, or for training of personnel for such activities.

*c.* Operational Support. Commercial design vehicles in use by units conducting combat or tactical operations, or for training personnel for such operations.

### **Official purposes**

Any application of a motor vehicle in support of authorized DOD functions, activities, or operations.

### **Operations**

Those functions associated with the organization responsible for administering, planning, directing, and controlling the assignment and movement of transportation equipment and drivers in the transporting of personnel and cargo.

### **Operator**

An employee who uses DOD motor vehicles in the performance of his or her official duties.

### **Operator inspection and service**

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

### **Parent**

A legal guardian or other person standing in loco parentis.

### **Permissible operating distance (POD)**

The maximum distance in a given direction to which an activity normally shall dispatch administrative use vehicles. A distance of 100 miles one way is considered the normal permissible operating distance.

### **Place of employment**

Any place within the accepted commuting area where the person performs his/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, headquarters, or any place where the person is assigned to work, including locations where meetings, 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. Vehicles are rotated to get an even distribution of mileage on similar vehicle 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 the laws of the States. It is primarily supported by other than public funds, and the operation of its program rests with other than publicly elected or appointed officials.

### **Productive time utilization**

All work performed by DOD personnel assigned to the transportation mission. This includes direct labor hours as productive time and indirect labor hours in the performance of normal duties such as supervisory, administrative, production control, clerical, dispatchers, custodial, and other overhead functions. Productive labor hours time utilization shall be used for manpower and management related purposes.

**Public education (United States only)**

Education that is provided at public expense, under supervision and direction of the local education agency, without tuition charge, and that is provided as primary or secondary school education in the applicable State or territory.

**Public transportation**

Transportation that is or may be made available by a commercial firm or public utility on a regularly scheduled basis as a part of its public service and for which fares are collected.

**Reasonable distance**

A term used in connection with providing transportation to private schools. As a guide, a distance of approximately 20 miles from the installation to the school is considered to be a reasonable distance.

**Regular means of transportation**

Includes regular public school transportation, regular private school transportation, regular inter and/or intra-installation transportation, or any combination of such means of transportation. In the case of secondary school children, it also includes regular public transportation.

**Road test**

OPM Test No. 544 or similar road tests developed by Federal Agencies to evaluate the competency of prospective operators.

**Safety and security**

Refers to certain assignments in DA which have inherent functions critically involving the safety or internal security of the activity or installation.

**Scheduled activity bus service**

That service provided to military and civilian persons on a prescribed time schedule between points for official duties during normal working hours

**Scheduled DOD bus services**

Scheduled bus services provided by DOD Components, to include bus services contracted by DOD Components.

**Scheduled inspection and service**

Maintenance performed at established intervals with an inspection of systems in sufficient detail to determine the current and projected safety, reliability, and serviceability of the vehicle services performed. Normally, this is a part of maintenance cycle recommended by the manufacturer to minimize wear and maximize serviceable life.

**Shuttle service**

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

**Special purposes vehicles**

Vehicles used or designed for a specialized function.

**State license**

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

**Sub-pools**

An element of the central transportation motor pool that is required to be physically located in another area due to lack of space, mission requirements, or geographic conditions of the installation.

**Tactical vehicle**

A motor vehicle designed to military specification or a commercial design motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations. The USAF uses commercial design vehicles in tactical roles due to the on pavement environment of their flight lines.

**Taxi service**

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

**U-Drive-It (UDI)**

Vehicles available to using organizations and activities of the installation for temporary support of official use functions and operated by personnel assigned to the using agency.

**United States. The 50 States and the District of Columbia.**

For transportation of dependent school children, this definition is expanded to include the Commonwealth of Puerto Rico and the possessions of the United States including the Trust Territory of the Pacific Islands and Midway Island.

**Unscheduled maintenance service**

Maintenance required between scheduled inspection and service intervals.

**Vehicle downtime standard**

The maximum percentage of time a vehicle is expected to be out of commission due to maintenance or lack of parts. It includes all the time accrued from the time maintenance is aware of the requirement for service, which prevents vehicle operation, to the time the vehicle is released from maintenance in an operational condition.

**Walking distance**

In overseas areas, the walking distance is the distance between a student's primary residence and school or designated bus stop normally not to exceed 1 mile for students in kindergarten through grade 6, and 1-1/2 miles for students in grades 7 through 12. To the degree possible, these areas should be expanded and/or contracted to conform to natural boundaries such as a housing area, a neighborhood, and so forth For the United States, walking distances shall be established by local school authorities.

**Section III****Special Abbreviations and Terms**

This section has no entries.

**UNCLASSIFIED**

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