



# Defense Health Agency

## PROCEDURES MANUAL

NUMBER 4500.01

July 9, 2021

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DAD-MEDLOG

SUBJECT: Fleet Management

References: See Enclosure 1.

1. PURPOSE. This Defense Health Agency-Procedures Manual (DHA-PM), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (av), establishes the Defense Health Agency's (DHA) procedures to prescribe policy and assign responsibilities for the management, acquisition, and use of non-tactical vehicles (NTV) within the following Federal Supply Classes: 2310, 2320, 2330, 2340, 2420, 2510, and 4230.

2. APPLICABILITY. This DHA-PM applies to:

a. The DHA, DHA Components (activities under the authority, direction, and control of DHA), and Military Departments.

b. All personnel to include: assigned or attached active duty and reserve members, members of the Commissioned Corps of the Public Health Service, federal civilians, contractors (when required by the terms of the applicable contract), and other personnel assigned temporary or permanent duties at DHA, to include DHA Components.

3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to References (a) through (f), that this policy addresses the acquisition and management of DHA-owned or controlled transportation assets in DHA Military Medical Treatment Facilities (MTF). For additional guidance, refer to Reference (g).

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES

- a. Enclosure 3 identifies the role of DHA Deputy Assistant Directors (DAD) and DHA Component Fleet Managers (FM).
- b. Enclosure 4 identifies the procedures, processes, and requirements for NTV management and usage.

6. **PROPONENT AND WAIVERS.** The proponent of this publication is the DAD, Medical Logistics (MEDLOG). When Activities are unable to comply with this publication the activity may request a waiver that must include a justification, to include an analysis of the risk associated with not granting the waiver. The activity director or senior leader will submit the waiver request through their supervisory chain to the DAD-MEDLOG to determine if the waiver may be granted by the Director, DHA or their designee.

7. **RELEASABILITY.** **Cleared for public release.** This DHA-PM is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

8. **EFFECTIVE DATE.** This DHA-PM:

- a. Is effective upon signature.
- b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with Reference (c).

9. **FORMS.** Forms cited in this document can be found at the following locations:

a. Standard Form (SF) and Optional Form (OF) can be found at: <https://www.gsa.gov/reference/forms>.

(1) SF 91, Motor Vehicle Accident (Crash) Report

(2) OF 346, U.S. Government Motor Vehicle Operator's Identification Card

b. General Services Administration (GSA) Form 1627, Fleet Vehicle Accident Kit, is available from the local GSA vehicle representative.

c.. DD forms can be found at: <https://www.esd.whs.mil/DD/>.

(1) DD Form 200, Financial Liability Investigation of Property Loss

(2) DD Form 518, Accident Identification Card

(3) DD Form 1970, Motor Equipment Utilization Record

(4) DD Form 2977, Deliberate Risk Assessment Worksheet

d. DHA Form 220, Vehicle Inspection. Checklist can be found at:  
[https://info.health.mil/cos/admin/DHA\\_Forms\\_Management/Lists/DHA%20Forms%20Management/AllItems.aspx#](https://info.health.mil/cos/admin/DHA_Forms_Management/Lists/DHA%20Forms%20Management/AllItems.aspx#).

/S/  
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REFERENCES

- (a) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD(HA))," September 30, 2013, as amended
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
- (c) DHA-Procedural Instruction 5025.01, "Publication System," August 24, 2018
- (d) Public Law 114-328, Section 702 "National Defense Authorization Act for Fiscal Year 2017," December 23, 2016
- (e) DoD Instruction 6430.02, "Defense Medical Logistics Program," August 23, 2017
- (f) DHA-Procedural Instruction 6430.02, "Defense Medical Logistics (MEDLOG) Enterprise Activity (EA)," September 27, 2018
- (g) DoD Manual 4500.36, "Acquisition, Management, and Use of DoD Non-Tactical Vehicles," July 7, 2015, as amended
- (h) Federal Management Regulation B-43, "Vehicle Allocation Methodology for Agency Fleets," March 20, 2017<sup>1</sup>
- (i) Executive Order 13834, "Efficient Federal Operations," May 17, 2018
- (j) Code of Federal Regulations, Title 5
- (k) DoD Instruction 6055.04, "DoD Traffic Safety Program," April 20, 2009, as amended
- (l) DoD Instruction 5000.64, "Accountability and Management of DoD Equipment and Other Accountable Property," April 27, 2017, as amended
- (m) DoD 7000.14-R, Volumes 1-16, "Financial Management Regulations," date varies by volume
- (n) General Services Administration Bulletin FMR B-30, "Vehicle Allocation Methodology for Agency Fleets," August 22, 2011
- (o) Executive Order 10579, "Regulations Relating to the Establishment and Operation of Interagency Motor-Vehicle Pools and Systems," November 30, 1954
- (p) Code of Federal Regulations, Title 41
- (q) Public Law 105-388, "Energy Conservation Reauthorization Act of 1998," November 13, 1998
- (r) DoD Instruction 7041.03, "Economic Analysis for Decision-Making," September 9, 2015, as amended
- (s) DoD Instruction 4151.22, "Condition Based Maintenance Plus for Materiel Maintenance," August 14, 2020
- (t) Presidential Memorandum, "Federal Fleet Performance," May 24, 2011
- (u) General Services Administration Bulletin FMR B-32, "Posting Executive Fleet Vehicles on Agency Websites," October 12, 2011
- (v) Deputy Chief Management Officer Administrative Instruction 109, "Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area," March 31, 2011, as amended
- (w) General Services Administration, "Federal Property Management Regulation," current edition

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<sup>1</sup> This reference can be found at: [https://www.gsa.gov/cdnstatic/FMR\\_Bulletin\\_B-43.pdf](https://www.gsa.gov/cdnstatic/FMR_Bulletin_B-43.pdf)

- (x) United States Code, Title 42
- (y) DoD Instruction C-4500.51, "DoD Commercially Procured and Leased Armored Vehicle Policy (U)," July 25, 2007
- (z) Joint Travel Regulations, current edition
- (aa) United States Code, Title 31
- (ab) United States Code, Title 10, Section 47
- (ac) United States Code, Title 26
- (ad) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (ae) General Services Administration Bulletin FMR B-35, "Home-to-Work Transportation," August 29, 2012
- (af) Defense Federal Acquisition Regulation System Procedures, Part 245, "Government Property," current edition
- (ag) DoD Instruction 1000.15, "Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations," October 24, 2008
- (ah) United States Code, Title 18
- (ai) Code of Federal Regulations, Title 49
- (aj) General Services Administration KKK-A-1822E, "Federal Specifications for the Star-of-Life Ambulance," current edition
- (ak) Deputy Under Secretary of Defense for Logistics and Material Readiness, "Condition Based Maintenance Plus DoD Guidebook," May 2008
- (al) DoD Manual 4151.22-M, "Reliability Centered Maintenance (RCM)," June 30, 2011, as amended
- (am) Code of Federal Regulations, Title 40
- (an) Executive Order 13693, "Planning for Federal Sustainability in the Next Decade," March 19, 2015
- (ao) Federal Acquisition Regulation, current edition
- (ap) DoD 4140.25-M, Volume 2, "DoD Management of Bulk Petroleum Products, Natural Gas, and Coal," June 22, 1994, as amended
- (aq) DoD Directive 5101.08E, "DoD Executive Agent (DoD EA) for Bulk Petroleum," September 19, 2017, as amended
- (ar) Defense Logistics Manual 4000.25, Volume 4, "Defense Logistics Management System Volume 4 Military Standard Billing System–Finance," April 11, 2012, as amended
- (as) DoD Government Charge Card Guidebook, "Establishing and Managing Purchase, Travel, and Fuel Card Programs," January 20, 2006 as amended
- (at) DoD Fleet Managers Memorandum, "DoD Non-Tactical Fleet Management Information System," April 1, 2014
- (au) Department of Energy, Federal Energy Management Program, "Comprehensive Federal Fleet Management Handbook," January 2014<sup>2</sup>
- (av) DoD 6055.05-M, "Occupational Medical Examinations and Surveillance Manual," May 2, 2007, as amended

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<sup>2</sup> This reference can be found at: <https://www.standards.doe.gov/standards-documents/7000/7251-bhdbk-2016/@@images/file>

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will assign responsibilities to the DAD-MEDLOG Directorate to implement this DHA-PM in accordance with Reference (b).
  
2. DAD-MEDLOG DIRECTORATE. The DAD-MEDLOG Directorate will support oversight of the delivery of all MEDLOG services at MTFs in accordance with References (e) and (f) and will designate the Chief, DHA Environmental Services Division for Fleet Management.
  
3. CHIEF, DHA ENVIRONMENTAL SERVICES DIVISION. The Chief, DHA Environmental Services provides the guidance, policy, and oversight for MTF environmental service operations.
  
4. CHIEF, DHA TRANSPORTATION. The Chief, DHA Transportation, provides the guidance, policy, and oversight for the MEDLOG Transportation program.
  
5. DHA Fleet Manager (DHA FM). The DHA FM will:
  - a. Ensure Fleet is in compliance with all executive orders, federal statutes, and DoD policies (References (g) through (au)).
  
  - b. Provide oversight on the driver training/licensing programs in accordance with Reference (g).
  
  - c. Conduct Vehicle Allocation Methodology (VAM) and Vehicle Utilization Review Board (VURB) in accordance with Reference (h).
  
  - d. Approve road test waivers in accordance with Subpart 930.107 of Reference (j).
  
  - e. Acquire NTVs and associated infrastructure, consistent with this manual, Part 102 of Reference (p), and Reference (q). Provide supplemental DoD component guidance as appropriate.
  
  - f. Provide oversight of NTV management and operations, consistent with this manual and Part 102 of Reference (p).
  
  - g. Assist MTF to determine optimal fleet size and composition (e.g., fuel or energy type and NTV class) consistent with Reference (q) and supplemental guidance as provided by GSA.



h. Ensure NTV pools are developed wherever practicable, consistent with this manual and Reference (o).

i. Establish driver selection, training, and licensing programs.

j. Assist with Fleet Management systems access (see Appendix 2 to Enclosure 4 for more information).

k. Fulfill responsibilities included in Enclosure 3.

6. DHA DADS. This authority cannot be delegated. The DHA DADs will:

a. Ensure their directorate is in compliance with governing policies.

b. Appoint, in writing, DHA DAD FMs to fulfill roles outlined in Enclosure 3. The DAD FM must be a Civil Service Employee or Military Service member.

7. DHA DAD FMS. The DHA DAD FM must fulfill responsibilities included in Enclosure 3, and will:

a. Serve as the liaison between GSA and the DAD for all organizational NTV matters.

b. Ensure internal policies and procedures are in place and followed to safeguard and prevent the misuse of assigned NTVs while being in service.

c. Ensure the daily, weekly, and dedicated vehicle dispatch and security of NTVs.

d. Control organizational vehicles and obtain transportation services required to support organization mission requirements.

e. Sign receipts for assigned organizational vehicles from GSA.

f. Provide justification for organizational vehicle requirements and additional vehicle authorizations; complying with vehicle rotation and priority recall plans; notifying the DHA FM office when assigned vehicles are no longer required.

g. Evaluate continued retention of vehicle authorizations based on the continuing need and asset utilization.

h. Ensure NTVs are being properly managed including timely vehicle rotation within the vehicle pool to ensure maximum utilization and that installations/units are complying with current statues, executive orders, directives, regulations, and state laws. Vehicles not being utilized to the GSA standards should be pooled to allow all sections in the DAD to have access to the vehicles.

i. Properly route new vehicle requests. New vehicle requests must be reviewed by the DHA Transportation Office to ensure the desired asset cannot be met within the existing fleet.

j. Ensure GSA vehicles will not be modified after receipt of vehicle.

k. Confirm the vehicles have the appropriate license(s). Verify each vehicles information is in the Federal Motor Vehicle Registration System (FMVRS) and the information is correct.

l. Ensure each vehicle has a logbook associated with it. Each logbook should contain at a minimum, the current dispatch, vehicle inspection sheet, contact numbers, GSA Form 1627, Fleet Vehicle Accident Kit, and a copy of the vehicle registration from the FMVRS.

m. Ensure all drivers are properly licensed, meet training requirements, and follow procedures prior, during, or after operating NTVs.

n. Inform operators when vehicles are due for service or any recall notices have been posted for an assigned vehicle. The DHA DAD FM must let the assigned sections know where the vehicle needs to be taken to complete the service/recall.

o. Validate that operator maintenance is performed and vehicle malfunctions are corrected.

p. Ensure operators are aware of all mission specific hazards relating to the operation of the vehicle.

q. Conduct quarterly training (in-house training), coordinate the Emergency Vehicle Operator Training per the National Highway Traffic Safety Administration standards, and maintain all training records.

r. Prepare the VAM for DHA DAD review and approval. The approved VAM will be sent to DHA FM office for validation and returned to DHA DAD FM for implementation.

s. Ensure a Risk Assessment has been completed before each mission that exceeds the Permissible Operating Distance (POD) with approval by the DHA DAD. Risk Assessments will be annotated on DD Form 2977, Deliberate Risk Assessment Worksheet.

t. Ensure replacement vehicles comply with Reference (i), to reduce petroleum consumption and lower greenhouse gas (GHG) emissions. Replacement vehicles will be alternative fueled vehicles (AFV) or vehicles categorized as green. Vehicle replacements shall be based strictly on mission requirements and vehicle fuel standards.

u. Ensure vehicle inventory, dispatches, mileage, lease payments, license plates and all vehicle data are maintained at prescribed intervals.

v. Take appropriate measures to prevent misuse, abuse, and damage to NTVs and must:

(1) Conduct and document quarterly vehicle safety orientation and education briefings.

- (2) Establish a schedule to ensure all vehicles are inspected at least twice a year.
- (3) Provide vehicle operators with instructions to follow, including agencies to phone when accidents occur.
- (4) Ensure mileage is reported to GSA by the established deadlines each month.
- (5) Ensure monthly billing statements are reviewed for accuracy and coordinate with the DAD Financial Manager to ensure that appropriate lines of accounting (LOA) are loaded in GSA's Speed Pay system.
- (6) Manage the operation and efficient use of the motor vehicles assigned, attached, or leased to the organization.
- (7) Provide NTV support and determine quantities and types of vehicles needed for requested service.
- (8) Review and make recommendations regarding any vehicle changes on recurring dispatch.
  - w. Coordinate any new vehicle requirements with the DHA FM office.
  - x. Approve road test waivers in accordance with Subpart 930.107 of Reference (j).
  - y. Validate periodic medical evaluations of employees who operate government-owned or government-leased vehicles as part of their occupation in accordance with Subpart 930.108 of Reference (j), Part 391.41-9 of Reference (ai), and Reference (av).

8. DHA COMPONENT DIRECTORS. This authority cannot be delegated. The DHA Component Directors, must:

- a. Ensure their component is in compliance with governing policies.
- b. Appoint, in writing, DHA Component FMs to fulfill roles outlined in Enclosure 3. The DHA Component FM must be a Civil Service Employee or Military Service member.

9. MTF CHIEF, MEDLOG OFFICER. The Chief, MEDLOG Officer must:

- a. Serve as the primary advisor to DHA Component Directors, for Fleet Management and implement policy changes and program oversight.
- b. Nominate the DHA Component FM for the DHA Component Director's approval.

10. DHA COMPONENT FM. The DHA Component FM must fulfill responsibilities included in Enclosure 3, and will:

- a. Serve as the liaison between GSA and the MTF for all organizational NTV matters.
- b. Ensure internal policies and procedures are in place and followed to safeguard and prevent the misuse of assigned NTVs while being in service.
- c. Ensure the daily, weekly, and dedicated vehicle dispatch and security of NTVs.
- d. Control organizational vehicles and obtain transportation services required to support organization mission requirements.
- e. Sign receipts for assigned organizational vehicles from GSA.
- f. Provide justification for organizational vehicle requirements and additional vehicle authorizations; complying with vehicle rotation and priority recall plans; notifying the DHA FM office when assigned vehicles are no longer required.
- g. Evaluate continued retention of vehicle authorizations based on the continuing need and asset utilization.
- h. Ensure NTVs are being properly managed including timely vehicle rotation within the vehicle pool to ensure maximum utilization and that installations/units are complying with current statues, executive orders, directives, regulations, and state laws. Vehicles not being utilized to the GSA standards should be pooled to allow all sections in the MTF to have access to the vehicles.
- i. Properly route new vehicle requests. New vehicle requests must be reviewed by the DHA Transportation Office to ensure the desired asset cannot be met within the existing fleet.
- j. Ensure GSA vehicles will not be modified after receipt of vehicle.
- k. Confirm the vehicles have the appropriate license(s). Verify each vehicles information is in the FMVRS and the information is correct.
- l. Ensure each vehicle has a logbook associated with it. Each logbook should contain at a minimum, the current dispatch, vehicle inspection sheet, contact numbers, GSA Form 1627, Fleet Vehicle Accident Kit, and a copy of the vehicle registration from the FMVRS.
- m. Ensure all drivers are properly licensed, meet training requirements, and follow procedures prior, during, or after operating NTVs.
- n. Inform operators when vehicles are due for service or any recall notices have been posted for an assigned vehicle. The DHA Component FM must let the assigned sections know where the vehicle needs to be taken to complete the service/recall.

- o. Validate that operator maintenance is performed and vehicle malfunctions are corrected.
- p. Ensure operators are aware of all mission specific hazards relating to the operation of the vehicle.
- q. Conduct quarterly training (in-house training), coordinate the Emergency Vehicle Operator Training per the National Highway Traffic Safety Administration standards, and maintain all training records.
- r. Prepare the VAM for DHA Component Director review and approval. The approved VAM will be sent to DHA FM office for validation and returned to DHA Component FM for implementation.
- s. Ensure a Risk Assessment has been completed before each mission that exceeds the POD with approval by the DHA Component Director. Risk Assessments will be annotated on DD Form 2977, Deliberate Risk Assessment Worksheet.
- t. Ensure replacement vehicles comply with Reference (i), to reduce petroleum consumption and lower GHG emissions. Replacement vehicles will be AFVs or vehicles categorized as green. Vehicle replacements shall be based strictly on mission requirements and vehicle fuel standards.
- u. Ensure vehicle inventory, dispatches, mileage, lease payments, license plates and all vehicle data are maintained at prescribed intervals.
- v. Take appropriate measures to prevent misuse, abuse, and damage to NTVs and must:
  - (1) Conduct and document quarterly vehicle safety orientation and education briefings.
  - (2) Establish a schedule to ensure all vehicles are inspected at least twice a year.
  - (3) Provide vehicle operators with instructions to follow, including agencies to phone when accidents occur.
  - (4) Ensure mileage is reported to GSA by the established deadlines each month.
  - (5) Ensure monthly billing statements are reviewed for accuracy and coordinate with the MTF Financial Manager to ensure that appropriate LOA are loaded in GSA's Speed Pay system.
  - (6) Manage the operation and efficient use of the motor vehicles assigned, attached, or leased to the organization.
  - (7) Provide NTV support and determine quantities and types of vehicles needed for requested service.
  - (8) Review and make recommendations regarding any vehicle changes on recurring dispatch.

- w. Coordinate any new vehicle requirements with the DHA FM office.
- x. Approve road test waivers in accordance with Subpart 930.107 of Reference (j).
- y. Validate periodic medical evaluations of employees who operate government-owned or government-leased vehicles as part of their occupation in accordance with Subpart 930.108 of Reference (j), Part 391.41-9 of Reference (ai), and Reference (av).

11. NTV OPERATOR. NTV Operator refers to both operators and incidental operators (see Glossary). The NTV Operator will:

- a. Operate DHA NTVs for official use only.
- b. Comply with this manual, Part 102 of Reference (p), and any other applicable regulations including federal, state, and local laws pertaining to the proper, safe, and efficient operation of DHA NTVs.
- c. Ensure the safety of self and passengers by ensuring that seatbelts are fastened. The senior occupant will enforce compliance.
- d. Ensure the security and safekeeping of assigned NTV(s) while in their custody and must locate the vehicle(s) in a safe and secure area when not in use. NTV(s) are not to be parked in a housing area or adjacent to a housing area.
- e. Maintain the logbook, dispatch, and credit card.
- f. Conduct operators' Preventive Maintenance Checks and Services (PMCS) before, during, and after operation and correct or report operator level maintenance deficiencies to the DHA Component FM. PMCS consists of the inspection and identification of malfunctions that render the NTV unsafe and or unserviceable. Operator service may include minor parts replacement (e.g., wiper blades, fuses, light bulbs, valve caps) and servicing (e.g., water, fuel, tires, and battery). When servicing is specified to be performed by other designated personnel, operators are responsible for ensuring services are performed, and the NTV is in a safe and serviceable operating condition before, during, and after operation. In addition, the operator will be responsible for reporting, in writing, any noted deficiencies to designated personnel responsible for taking necessary corrective action.
- g. Operate vehicles in the most fuel-efficient manner. Utilize self-service pumps and service stations that accept the DoD fleet card, the lowest octane fuel available consistent with NTV manufacturer's recommendations, and appropriate alternative fuels in alternative fuel or dual-fuel NTVs to the maximum extent practicable.
- h. Report vehicle malfunctions, traffic violations, accidents, or damage occurring while having custody of or when operating a DHA NTV in accordance with Reference (k).

i. Report suspension or revocation of the state NTV operator license as required by the NTV issuing authority.

j. Report to supervisor any change in personal physical condition or medication that may adversely affect the ability to operate a DHA NTV.

k. Adhere to drop off procedures (normal hours and after hours) developed by each location. Procedures must cover the keys, credit card, and logbook drop off location and contact information for any issues.

l. Refrain from operating or using: cell phones, electronic devices, and portable media players. Operators will refrain from watching movies, television, or engaging in electronic games while operating a DHA NTV except when stopped due to an emergency situation (e.g., calling 911). Operators will refrain from wearing sound deterring ear muffs of any type, ear buds, or a communication device that would distract from the safe operation of the vehicle. A hands-free navigation device (e.g., Global Positioning System navigation system, smart cell phone) can be operated in the government vehicle to provide directions to the vehicle's destination. All adjustments to the navigation device will be accomplished only when the vehicle is parked. These restrictions do not apply to Fire and Emergency Services personnel, Military Police, special operations forces or security forces in the performance of their duties.

m. Refrain from consuming food while operating a DHA-owned or leased NTV.

n. Refrain from using tobacco products or consuming alcoholic beverages in any NTV. This includes vaping, chewing tobacco, and other mechanical devices used to simulate the act of smoking.

ENCLOSURE 3

FM SHARED RESPONSIBILITIES

1. GENERAL. This enclosure outlines the roles, duties, and shared responsibilities of all FMs.
  
2. FM. DHA DAD FMs and DHA Component FMs must:
  - a. Ensure all owned, leased, or loaned NTVs, are available to meet all requests by scheduling, forecasting, and surveying current user trends.
  
  - b. Maintain knowledge and utilize all fleet information and user surveys to forecast new requirements in accordance with the procedures in Reference (n).
  
  - c. Arrange the fleet and operations staff to provide support.
  
  - d. Perform NTV registration and generate documentation regarding the induction of new NTVs to the existing fleet.
  
  - e. Oversee routine and ad hoc maintenance in accordance with Reference (s) by providing Condition Based Maintenance Plus (CBM+) policy for the application and integration of appropriate maintenance technologies and capabilities to improve reliability and effectiveness of motor vehicles.
  
  - f. Obtain tags for new NTVs and renew old ones to ensure schedule Fleet Management in accordance with Reference (g).
  
  - g. Monitor and ensure fleet operations in compliance with federal, state, and local rules and regulations.
  
  - h. Maintain and monitor data management systems to organize fleets based on various schedules and requests.
  
  - i. Streamline and monitor fuel purchase systems with assistance of fuel cards for all NTVs and drivers.
  
  - j. Participate in various workshops and educational programs and maintain knowledge on all industry relevant publications.
  
  - k. Develop and implement operational standards to maintain NTVs by advocating best practices in the industry.
  
  - l. Provide direction to applicable DHA and DoD staff to regulate budget cycle requirements and control budgeting process.



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

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

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

ENCLOSURE 4

PROCEDURES

1. AUTHORITY

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

b. All NTVs must be marked for identification purposes in accordance with paragraph 24 of this Enclosure.

2. AUTHORIZATION

a. In the Pentagon Area (formerly the NCR), Reference (v) takes precedence. For functions not covered in Reference (v), this manual applies.

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

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

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

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

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

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

(5) Class V—limousine sedan.

d. FMs may only obtain the minimum size of NTV necessary to fulfill an organization's mission.

(1) NTVs obtained must achieve maximum fuel efficiency.

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(2) NTV body size, engine size, and optional equipment must be limited for any executive fleet vehicle (i.e., vehicles for Senior Executive Service members and general or flag officers) to what is essential to meet agency missions and be midsize or smaller sedans, except where larger sedans are essential to the mission.

(3) Executive fleet vehicles larger than midsize sedans (Classes IV and V) or that are not AFV must be managed in accordance with References (t) and (u) and must be disclosed on the website of the agency operating the vehicles. The website must be publicly accessible, in a location that may be found using the search term “executive fleet vehicles.” The data posted should include each vehicle’s make, model, year of manufacture, fuel type, and the office to which the vehicle is assigned.

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

- (1) The Secretary of Defense.
- (2) The Deputy Secretary of Defense.
- (3) The Chairman of the Joint Chiefs of Staff.
- (4) Secretaries of the Army, Navy, and Air Force.
- (5) Chiefs of Staff of the Army and Air Force, Chief of Naval Operations, Commandant of the Marine Corps, and Chief of the National Guard Bureau.

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f. The use of Class III sedans is authorized for the following DoD officials and visiting foreign officials of comparable rank. Domicile-to-duty (DTD) transportation must be authorized in accordance with paragraph 11 of this enclosure.

- (1) Under Secretaries of Defense.
- (2) Vice Chairman of the Joint Chief of Staff.
- (3) The Vice Chiefs of Staff of the Army and Air Force, the Vice Chief of Naval Operations, the Assistant Commandant of the Marine Corps, and Vice Chief of the National Guard Bureau.
- (4) Four-star officers.
- (5) Directors of Defense Agencies.

### 3. ALLOCATION

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

b. Utilization guidelines apply to all NTVs.

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

d. NTV utilization criteria to justify mission-essential NTVs must be specific, objective thresholds that lead to the most efficient NTV meeting mission needs (annual utilization guidelines established in Part 101-39.301 of Reference (w) are outlined in Table 1).

**Table 1. Annual Minimum Utilization Guidelines**

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

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

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

- (1) Mission.
- (2) Historical or expected miles of use per NTV.
- (3) Historical or expected hours of use per NTV.
- (4) Ratio of employees to NTVs.
- (5) Frequency of trips per NTV.
- (6) NTV function.
- (7) Operating terrain.
- (8) Climate.
- (9) NTV condition, age, and retention cycle.
- (10) NTV down time.
- (11) Needed cargo or passenger capacity.
- (12) Required employee response times.
- (13) GHG emission level of the NTV.

g. Utilization data will be collected by mileage and days used if the vehicle(s) do not meet the established mileage criteria, they must meet the minimum percentage for number of days driven verses the number of days dispatched as listed in Table 2.

**Table 2. Minimum Percentage of Days Driven**

Nomenclature	Minimum Percentage	Utilization Objective
Passenger Carrying vehicles (Sedans, vans, SUVs)	70	85
Truck Cargo (pickup trucks, panel/stake trucks, Cargo vans)	70	85
Box Trucks	50	70

h. The FM must keep a U.S. Government-owned NTV for at least the years or miles shown in Table 3, unless it is no longer needed and declared excess.

**Table 3. Minimum Replacement Standards**

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

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

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

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

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

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

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

#### 4. ACQUISITION

a. The acquisition of NTVs should be from the most cost-effective source, which may be by purchase, lease, or by other method less costly to the U.S. Government as validated by a cost-comparison. In accordance with Section 101-26.501 of Reference (w), GSA is the mandatory source for the purchase of NTVs for DHA components. For NTVs purchased for overseas use, GSA is not a mandatory source. All NTV acquisitions will be conducted in a manner consistent with References (l) through (q), (an), and other applicable laws and executive orders unless specifically exempted. See guidance for conducting cost-comparison studies in Appendix 1 of this enclosure.

b. All NTVs acquired within the DoD will be limited to the minimum body size and maximum fuel efficiency, to meet the agency's mission. Additionally, in accordance with Section 13201 of Reference (x), 75 percent of light duty NTVs leased or purchased before December 31, 2015, will be AFVs and in accordance with Reference (t), all new light duty NTV leased or purchased on or after December 31, 2015, will be AFVs.

c. DHA activities are not authorized Law Enforcement vehicles nor are they authorized modifications to vehicles such as lights, cages, or wraps etc. If a plug-in light is used it is to be amber in color only. A compact sedan or small pickup is an acceptable vehicle to perform the mission.

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

e. The acquisition of passenger sedans, station wagons, mini-vans, and sport utility NTVs by purchase, lease, or other means will be limited to those designated as Class I, II, and III by GSA and this manual as described in paragraph 2c of this enclosure, except when such NTVs are essential to the agency's mission. Class V limousines may not be acquired at any time.

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

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

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

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

j. Acquisition requests for DHA-owned vehicles are submitted through the Annual Program Objective Memorandum report collected every year.

k. All long-term commercially-leased and DHA-owned vehicles must be listed on the activity's VAM/VURB.

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

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

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

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

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

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

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

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

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

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

(1) For NTVs outside the United States, prior approval to lease commercially will be obtained from the DHA FM.

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

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

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

(5) Packets for long-term commercial leases will contain Letter of Justification, Statement of Non-Availability, approved VAM/VURB Documentation, and three lease proposals. This packet will be routed through the organization's chain of command to the DHA FM office for approval.



- o. Telecommunications equipment, or government-owned or leased telecommunication equipment may be installed as specified in the contract, on NTVs.
- p. Commercially procured and leased armored vehicles will comply with Reference (y).
- q. The use of vans to tow trailers is prohibited.

5. NEW NTV REQUESTS

a. All requests for NTV support will be initiated at department/section level and sent to the DHA DAD FM or the DHA Component FM.

b. A request for a new vehicle assignment must be submitted separately from the re-justification of currently assigned vehicles.

c. A Risk Assessment must accompany the request if the POD exceeds 100 miles.

d. All requests must be sent at a minimum 7 days in advance (not to include federal holidays), but no more than 30 days prior to vehicle dispatch date requested.

e. The request must include the following information:

- (1) Name, rank, directorate and phone number of requestor
- (2) Type and quantity of the vehicle requested
- (3) Detailed justification and purpose for which the vehicle is required
- (4) Number of passengers
- (5) Destination
- (6) Desired date and time
- (7) Return date and time
- (8) Special request/instructions
- (9) Risk Assessment for requests for off post-dispatch in excess of 100 miles

f. All directorates should follow up on all requests 3 working days prior to the pickup day.

g. If a situation occurs where a vehicle is requested but not available from the internal fleet, the DHA DAD FM or the DHA Component FM will offer alternative options such as leasing through the GSA short term rental program or suggest that a driver be put on local temporary duty (TDY) to rent a vehicle.

6. DISPATCH. The Defense Property Accountability System (DPAS) Fleet Management Module will be used to dispatch all vehicles. The following process will be followed for all NTV dispatches from the DHA DAD FM or the DHA Component FM:

a. The DHA DAD FM, the DHA Component FM or designee will verify proper operator licensure, training, and all PMCS to mitigate all deficiencies and prepare a DD Form 1970, Motor Equipment Utilization Record or equivalent DPAS vehicle dispatch form.

b. The DHA DAD FM or DHA Component FM will brief the operator on their responsibilities.

c. Assignment of convenience pool vehicles will be allocated on a first come, first serve basis or as directed by the DHA Component Director in support of medical missions.

d. Sections may request a recurring dispatch:

(1) For sections that have NTVs assigned, an annual justification will be submitted during the VAM each year to the DHA DAD FM or DHA Component FM.

(2) The justification for the vehicle must have quantitative evidence to justify the need of the vehicle. Vehicles must meet mileage or other utilization criteria listed in paragraph 3f of this enclosure.

(3) Request for recurring dispatch will be reviewed annually by the DHA DAD FM or the DHA Component FM to verify the need for the continued assignment on recurring dispatches. Request for a new recurring dispatch will be submitted to the DHA DAD FM or the DHA Component FM. Request will include the following:

(a) Description of mission

(b) Approximate miles per day or month or alternative criteria identified in paragraph 3f of this enclosure.

(c) Number of passengers transported daily or monthly

(d) Cargo weight or cubes transported daily or monthly

(e) Type of vehicle required

(f) License Plate of currently assigned vehicle (if applicable)

(g) Name and telephone number of official user

(h) Specific designation of officer or supervisor responsible for use and security of the vehicle while on dispatch.

(4) Each month at a date to be established by the DHA DAD FM or the DHA Component FM, all vehicles are required to come to a specified location. The vehicle operator must have the following in their possession:

(a) Valid state driver's license and OF 346, U.S. Government Motor Vehicle Operator's Identification Card per Reference (k).

(b) Logbook for vehicle assigned, containing all the appropriate forms to include inspection forms and dispatch logs properly completed.

(c) Keys for the vehicle

(d) Credit card, if dispatched with vehicle

(5) Failure to re-dispatch will result in the following:

(a) First offense will be documented by the DHA DAD FM or the DHA Component FM and supervisor is notified.

(b) Second offense will be documented by the DHA DAD FM or the DHA Component FM and the vehicle will be pulled. Vehicle will not be released back to the section until they provide written documentation as to why the section failed to re-dispatch and their mitigation strategy to prevent future occurrences. This must be signed by the section chief.

(c) Third offense will be documented by the DHA DAD FM or the DHA Component FM and the vehicle will be towed and not returned to the current section of assignment until released by the DHA DAD or DHA Component Director.

(6) Vehicles may be recalled by the DHA DAD FM or the DHA Component FM at any time if needed to support missions of higher command priority.

7. RETURN. The following will occur when a vehicle is returned to the DHA DAD FM or the DHA Component FM. The assigned operator must:

a. Perform a vehicle after-operation PMCS inspection and annotate deficiencies.

b. Turn in the local dispatch, credit card, and receipts to the DHA DAD FM or the DHA Component FM.

c. Indicate, on the DD Form 1970 or equivalent DPAS vehicle dispatch form, where the NTV is parked.

## 8. PROPERTY ACCOUNTABILITY AND DISPOSITION

a. Disposition of all DHA-owned vehicles must be approved by the DHA Transportation Officer.

(1) Forward vehicle disposition request through chain of command for submission to DHA FM office. Request for disposition will include the following:

- (a) Memorandum requesting disposition
- (b) Completed vehicle technical inspection report
- (c) Interior and exterior pictures of the vehicle

(2) Upon receipt, the DHA FM office will evaluate the request and provide disposition instructions.

b. Lateral transfers of all NTVs (GSA and DHA-owned) must be approved by the DHA FM office in accordance with Reference (1).

c. DHA DAD FMs and DHA Component FMs will manage all vehicles using DPAS, this includes dispatching of vehicles, coordination for maintenance services, and capturing costs associated with leasing, fuel, and maintenance for all NTVs.

d. In accordance with Reference (1), accountable property records shall be established in an APSR for all government property purchased or otherwise obtained (e.g., leased, transferred, donated), having:

- (1) Unit acquisition cost of \$5,000 or more
- (2) Property of any value that is controlled or managed at the item level
- (3) Leased items of any value to include capital leases
- (4) Assets that are sensitive or classified in nature

e. All NTVs fulfill one or more the requirements listed above and are required to have an accountable property record as established in DoD policy.

## 9. USE OF NTVS

a.. The official use of all DHA NTVs, including those leased using DoD funds, or from other U.S. Government agencies or commercial sources, will be restricted to official purposes only. DHA will ensure that U.S. Government carriers are used for official purposes only, e.g., to perform the mission of the DoD components as authorized by DHA, in accordance with Parts 102-34.220-260 of Reference (p).

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

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

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

(2) When questions arise about the official use of an NTV, they will be resolved in favor of strict compliance provided in the statutory provisions and the policies in Reference (g). When guidance does not specifically fit a request for transportation support, Directors, MTF, must document answers to the following questions prior to approving the use of an NTV:

(a) Is the purpose of the trip in support of an authorized official function, activity, or operation requirement?

(b) Does the request have a potential to cause public criticism?

(c) Will the request impact mission requirements?

(d) Is commercial or DoD scheduled transportation available?

(e) Is NTV transportation the most cost-effective method of satisfying the requirement?

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

(4) Unless specifically authorized in this manual, transportation to, from, or between locations will not be provided by the DHA for the purpose of conducting personal business or engaging in other activities of a personal nature by military or civilian personnel, members of their families, or others. Personnel will not use NTVs for such purposes as: traveling to and from on/off-base quarters, personal errands, shopping at local malls, shoppettes, commissaries, recreation centers, banks, night clubs/bars, breakfast, lunch, or dinner events, icebreakers, socials,

holiday parties, picnics, unit booster club events, fridge funds, fundraisers, officer or enlisted council events, organization balls, or similar events. These functions on or off-base are not considered official and as such as not authorized NTV support.

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

(6) NTVs owned or otherwise controlled by the DHA may be used for trips between domiciles or places of employment and commercial or military terminals when at least one of these conditions is met:

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

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

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

(e) Authorized in the Pentagon Area (formerly referred to as the NCR) by DoD in accordance with Reference (v).

(7) When it is determined that the NTV transportation is required, these methods will be considered in the order shown and to the extent they are available and capable of meeting transportation requirements.

(a) DoD-scheduled bus service.

(b) DoD specially scheduled leased or owned bus service.

(c) Van pools.

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

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

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

(8) Unauthorized use of NTVs often results in unnecessary expenditure of funds and public criticism. Transportation using an NTV must not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.

(9) No off-road utilization is authorized for NTVs, to include training areas except those assigned with 4-wheel drive capabilities.

(10) Any misuse or acts/omissions resulting in misuse of an NTV may result in disciplinary action. All military and civilian employees need to take appropriate measures to prevent misuse, abuse, or willful acts/omissions that could cause damage to an NTV. Directing personnel to violate official use restrictions is an unlawful order and must be reported to command or other appropriate agencies. Negligence, willful misconduct, or deliberate unauthorized use of a NTV will result in disciplinary actions (see paragraph 14 of this enclosure).

(11) The POD for DHA vehicles is 100 miles. All request for use of a vehicle beyond 100 miles one way must complete a risk assessment and it must be signed by the DHA Component Director.

b. NTVs may be provided while personnel are TDY.

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

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

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

(4) Personnel may use an NTV when proceeding on TDY directly from their domicile when the head of the installation or activity determines in writing that it would be impractical or more costly to have the DoD member obtain the NTV from the normal duty station before leaving on the directed TDY.

c. NTVs may be used for Operational and Military Community Support

(1) Transportation support of groups may be provided for authorized activities such as Agency/Activity-sponsored athletic teams, military community activities, and chaplains' programs when the DHA Component Director determines that failure to provide such service would have an adverse effect on morale.

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

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

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

(b) Accompanied by an active duty or reserve member, or civilian employee other than the sponsor, when traveling to an official function only when:

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

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

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

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

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

(4) For all other NTV activity categories, see Reference (g).

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



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

d. The incidental use of U.S. Government-owned or leased NTVs by DoD employees to obtain a commercial driver's license that is required for employment is authorized.

e. DHA NTVs may be used by other Federal Agencies

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

(a) An emergency, lifesaving situation.

(b) Specifically authorized by statute.

(c) Direct support of the defense mission.

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

(2) In these instances, reimbursement will be computed to recover the total cost incurred by the DoD component, in accordance with Reference (1).

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

## 10. MAINTENANCE

a. The DHA DAD FM or the DHA Component FM will develop and implement a maintenance management program to ensure that assigned NTVs are maintained in a safe and serviceable condition by the most economical means possible. Implementation of this management program must include performing, at a minimum, these basic types of maintenance:

(1) PMCS consists of the inspection and identification of malfunctions that render the NTV unsafe and or unserviceable. In addition, operator service may include minor parts replacement (e.g., wiper blades, fuses, light bulbs, valve caps) and servicing (e.g., water, fuel, tires, and battery).

(a) When servicing is specified to be performed by other designated personnel, operators are responsible for ensuring that services are performed and that the NTV is in a safe and serviceable operating condition before, during, and after operation. In addition, the operator will be responsible for reporting, in writing, any noted deficiencies to designated personnel responsible for taking necessary corrective action.

(b) DHA Form 220, Vehicle Inspection Checklist must be utilized to conduct and document maintenance activities.

(c) PMCS records must be maintained for each vehicle until the next dispatch e.g., if vehicles are dispatched monthly, a month's worth of PMCS records must be maintained until the DHA DAD FM or the DHA Component FM recalls the vehicle for dispatch.

(2) Perform condition-based maintenance to achieve overall cost effective and efficient operations, maintenance on DHA NTVs. Condition based maintenance should be performed only when there is evidence of need. For additional information, see Reference (ak).

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

(4) Perform recurring preventive maintenance and inspections to DHA NTVs. DHA NTVs must be periodically inspected by qualified NTV inspection personnel for safety and serviceability in these categories:

(a) Perform safety inspections on each NTV at least annually. Safety inspection criteria will be specified by the DHA FM office. Additionally, DHA vehicles will meet host-nation requirements at locations outside the continental United States (OCONUS) where not expressly exempted by local law or status of forces agreements. Normally, to avoid unnecessary downtime, the safety inspection may be performed at the time of the scheduled or unscheduled maintenance. Deficiencies that impair safety of operations must be corrected before returning the NTV to an operational status.

(b) Ensure the serviceability of each NTV

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

2. GSA vehicles will be serviced according to GSA schedules.

(5) All vehicle recall repairs must be completed in a timely manner and documented in the Fleet Management Information System (FMIS). Failure to complete recall repairs will result in the following:

(a) Recalls older than 30 days will be documented by the DHA DAD FM or the DHA Component FM and supervisor is notified.

(b) Recalls between 30-60 days will be documented by the DHA DAD FM or the DHA Component FM and the vehicles will be removed from use. The vehicle will not be released back to the section until written documentation is provided to include the reason for failing to complete recall repairs and the mitigation strategy to prevent future occurrences. This must be signed by the section chief.

(c) Recalls older than 60 days will be documented by the DHA DAD FM or the DHA Component FM and the vehicle will be recalled and not returned to the current section of assignment until released by the DHA DAD or the DHA Component Director.

(6) To ensure compliance with state and local programs to improve air quality, DHA DAD and DHA components must perform emissions inspections and maintenance. All DHA components must conform to state, county, and local standards to monitor and analyze emissions from motor NTVs in accordance with Part 102-34.285 of Reference (p).

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

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

b. DHA DAD FMs and DHA Component FMs must ensure compliance with respect to environmental concerns, inspections, and regulations

(1) Section 7401 of Reference (x) deals with atmospheric pollution and is implemented at the federal, state, and local level. The major areas of concern for vehicle management in accordance with Reference (x) are vehicle exhaust emissions and ozone depleting chemicals such as chlorofluorocarbon-12 (CFC-12) air conditioning refrigerant.

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

(3) FMs should cooperate with the state to test federal fleet vehicles and submit applicable reports.

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

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

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

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

(b) Do not purchase, or arrange for purchase of, any virgin motor oil when a re-refined alternative is readily available and meets vehicle manufacturer recommended performance standards.

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

c. To accomplish maintenance use the following methods:

(1) These alternative methods or combination of methods of accomplishing maintenance actions may be used:

- (a) Organic or in-house facilities, to include contract maintenance.
- (b) Other U.S. Government facilities.
- (c) Commercial facilities.

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

d. Maintenance performance standards shall be established and evaluated. The DHA FM office must establish and use performance metrics to evaluate the performance of activities that maintain vehicles. Performance measurements are based on the DHA component's mission requirements.

e. Emergency repairs must be coordinated through the roadside assistance program.

(1) GSA Vehicles. Emergency repairs must be coordinated by calling the roadside assistance number. If the vehicle is no longer covered under the roadside assistance program, the operator must then call the repair number located on the back of the GSA card. A copy of the receipt must be provided to the DHA Component FM for all emergency services performed on an NTV the next business day.

(2) DHA-Owned Vehicles. Emergency repairs must be coordinated by calling the roadside assistance number. If the vehicle is no longer covered under the roadside assistance program, the operator must then coordinate with the DHA Component FM for repair.

f. Non-Emergency Repairs must be brought to the DHA DAD FM or the DHA Component FM's attention for approval before any repairs are authorized.

g. One-time repair limits must be adhered to. The DHA FM office will set out instructions on the calculation and use of a repair limit for each repair. Repair limits should address fair market value and manpower investment to effect repairs. The DHA DAD FM or the DHA Component FM must decide when it is no longer economical to make repairs based on dollar cost and mission requirements.

h. The DHA FM office will ensure that all DHA DAD FMs and the DHA Component FMs are familiar with the general provisions of vehicle warranties and how they can reduce maintenance costs.

(1) Vehicle warranties will be used to correct covered discrepancies during the warranty period. Each DHA component will ensure that all personnel connected with the acceptance,

operation, and maintenance of NTVs will make maximum use of the manufacturer's warranty. DHA components will maintain a management information system for tracking vehicle manufacturer's and replacement parts warranties.

(2) When it is determined that a deficiency exists on an NTV, activities located in the United States will attempt to obtain corrective action by the local franchised dealer.

(a) Warranty problems that are not resolved by the local franchised dealer will be handled according to procedures prescribed by the DHA FM office.

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

(3) The FM may choose to negotiate in-house warranty repairs with the manufacturer or retailer. This arrangement would permit the maintenance manager to choose the manufacturer, retailer, or installation maintenance to perform a warranty repair without violating the warranty or incurring costs. The provisions that delineate the details of the in-house warranty, including billing information, will be specified in the contract between the U.S. Government and the manufacturer or retailer.

i. Vehicles with other defects should be reported to the DHA FM office.

(1) The contractor's responsibility for defective material or workmanship is not necessarily limited to the specified number of miles or years stated in the warranty. Abnormal malfunctions or latent defects that are not attributable to normal wear and tear or an unusually high incidence of parts failures detected at some point beyond the warranty period will be reported to the DHA FM office. This report will be submitted under the DHA's deficiency reporting system.

(2) Abnormal wear or material failures, malfunctioning of equipment, poor design, or other unsatisfactory conditions, not otherwise covered by warranty or latent defect procedures, will be reported to the DHA FM office. Reports will completely document the condition and provide, where a solution is known, specific recommendations for corrections, such as improvement in design; ease of maintenance; safety and efficiency of operation; and suitability of fuel, lubricants, and preservatives.

(3) The Department of Transportation's National Highway Traffic Safety Administration ensures that prompt notifications of suspected safety defects are issued, and that manufacturers take timely actions as required by Section 30119 of Reference (ai). DHA participates as follows:

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

(b) DHA will establish procedures and publish instructions for reporting vehicle defects.

(c) DHA will establish procedures for dissemination of manufacturer-announced defects and for reporting of corrections.

j. The DHA FM office will establish adequate configuration control to ensure vehicle modifications are limited to those required for safety, security, or accomplishment of the military mission. Limited modification for such purposes as providing wrecker service or two-way radio service, and for installation of emergency warning devices or auxiliary fire-fighting equipment, may be enacted, but only after due consideration of the cost-effectiveness of the action. All modifications must be approved by the DHA FM office.

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

l. The DHA DAD FM and the DHA Component FM will be responsible for providing reports in accordance with References (g) and (an). Reports include, but are not limited to:

(1) Federal Automotive Statistical Tool (FAST) reporting begins on 1 October and concludes on 31 October annually.

(2) VAM/VURB is an annual requirement that must be completed each year.

)

(a) MTF's VAM must encompass the steps in the most recent version of the VAM Federal Management Regulation Bulletin (Reference (h)).

(b) DHA FM office will distribute annual requirements for VAM completion and approvals.

m. Management indicators data required to create the VAM will be accumulated via the FAST.

(1) Total operations and maintenance costs for the last fiscal year as reported in FAST will be presented in this format:

(a) Fuel cost.

- (b) Direct labor cost.
  - (c) Direct parts cost.
  - (d) Total indirect cost.
- (2) If available, labor hours will be presented as:
- (a) Total hours available.
  - (b) Direct (i.e., actual) hours expended.
  - (c) Indirect hours expended.
  - (d) Flat rate or other established time standard hours.
  - (e) Direct labor hours per 1,000 miles of operation.
- (3) Miles will be presented as:
- (a) Total miles operated by fleet.
  - (b) Fleet average miles per vehicle.
  - (c) Average miles by vehicle group as reported on the FAST.
- (4) Miles per gallon will be presented reflecting fleet average and vehicle group average as reported in FAST.
- (5) Vehicle Out of Commission (VOC) rates will be presented as follows:
- (a) Percent VOC minus downtime for maintenance.
  - (b) Percent VOC minus downtime for parts.
  - (c) Percent VOC minus downtime awaiting maintenance.
  - (d) Total VOC percent.

n. Management review will include, at a minimum, labor productivity, out-of-commission rates, cost per mile, and preventive maintenance. FMs at all levels will assume the responsibility for using maintenance and operations data to measure the effectiveness of NTV activities under their control. DHA will develop and publish minimum essential management indicators that support their mission and help to identify fraud, waste, and abuse. These missions require the use of different maintenance concepts and a different mix of civilian, military, and contract



mechanics. Although NTV utilization is not a normal maintenance responsibility, it should be reviewed because it affects management indicators when comparing maintenance activities against each other.

o. The DHA's FMIS will provide data on the management indicators prescribed by this manual. The degree of information provided will be adequate to support analysis on maintenance efficiency.

#### 11. TRANSPORTATION BETWEEN DOMICILE OR RESIDENCE AND PLACE OF EMPLOYMENT-DTD

a. Transport of individuals in DHA NTVs from their domicile to place of employment or home-to-work (DTD) is not transportation for official purposes except as specifically provided under Subsections 1344 (a)(2) and (b) of Reference (aa). Unless DTD approval is granted, U.S Government NTVs will not be parked or garaged at a domicile for other than official business.

b. In areas outside of the United States, Combatant Commander may, in accordance with Section 2637 of Reference (ab), provide U.S. Government transportation for certain individuals when it is determined that public or private transportation is unsafe or unavailable.

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

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

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

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

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

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

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

d. Approval Authority Guidance Subsection 1344(b) of Reference (aa), authorizes DTD transportation on an exception basis for individuals filling certain positions. These exceptions are separate from the inherent exception in Section 1344(a)(2) and (b) of Reference (aa) related to the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties. DTD transportation for these individuals is considered an employer-provided fringe benefit and taxable income in accordance with Sections 61 and 132 of Reference (ac); such persons will receive guidance on their tax liability in accordance with Appendix 5 to Enclosure 5 of Reference (g).

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

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

(4) DTD transportation will only be authorized when such transportation substantially increases the efficiency and economy of the DoD. Unauthorized or willful misuse of a DoD NTV will be cause for disciplinary action as described in paragraph 14 of this enclosure.

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

(a) DTD is considered essential in response to highly unusual circumstances that present a clear and present danger, and public or private transportation cannot be used. In this case, the use of a U.S. Government passenger carrier would provide protection not otherwise available. Transportation provided under this authority is considered a taxable employer-provided fringe benefit. For more information, see Appendix 5 to Enclosure 5 of Reference (g).

(b) An emergency (see Glossary) exists.

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

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

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

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

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

(f) OSD organizations and Defense Agencies requests must be submitted in writing or electronically to the Deputy Assistant Secretary of Defense for Transportation Policy in accordance with paragraph 11c of this enclosure. Service requests will be transmitted through normal channels to the appropriate Secretary of the Military Department. At a minimum, the requests will contain:

1. A compelling operational narrative description of the type of work being performed.

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

3. Information as applicable in accordance with the guidance in paragraph 11c of this enclosure.

e. Authorization Request Guidance states that DTD transportation is authorized in situations involving highly unusual circumstances (e.g., a clear and present danger, an emergency, other compelling operational considerations), according to Section 1344(b)(9) of Reference (aa).

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

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

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

- (a) The name (or other identification, if confidential) and title of the individual.
- (b) The reason for the determination.
- (c) The anticipated duration of the authorization.

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

(6) For DTD transportation involving “field work” (as defined in Reference (aa)):

(a) The Secretary of Defense or the Secretary of a Military Department may approve, in writing, those positions authorized for field work. These authorizations may cover periods of up to 2 years from the date of approval. An example of field work includes medical officers performing outpatient medical service away from a hospital.

(b) The field work determination should contain sufficient information as outlined in paragraph 11c of this enclosure, such as the position title, number of employees, and operational level where the work is to be performed to satisfy an audit, if necessary. Additionally, logs must be maintained in accordance with the National Archives and Records Administration approved records retention schedule.

(c) The assignment of an individual to such a position does not, of itself, entitle that individual to receive daily DTD transportation. When authorized, such transportation should be provided only on days when the individual performs field work.

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

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

(7) DHA will maintain a central record system of those positions or persons for whom DTD transportation is authorized and maintain records in accordance with the National Archives and Records Administration approved records retention schedule. In addition, each approving authority will establish a procedure to review, on or before the expiration date, the continued need for these DTD authorizations.

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

f. Logs or other records according to Subsection 1344(f) of Reference (aa) will be maintained locally for a period to conform with the DoD component records disposition schedules.

(1) The logs or records must contain:

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

(b) Name and title of person authorizing use.

(c) Passenger carrier identification.

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

(e) Location of DoD NTV at residence.

(f) Duration.

(g) Circumstances requiring DTD transportation.

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

(3) DoD components will consolidate DTD authorizations when updated and submit an electronic or written cumulative copy to the Office of the Deputy Assistant Secretary of Defense for Transportation Policy, at the address listed in paragraph 11b(4) of this enclosure, to facilitate DTD policy analysis and review.

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

g. All DHA components executing DTD authorizations under their jurisdiction will develop sufficient DTD internal controls to ensure strict compliance with the provisions of existing laws, DoD issuances, Reference (ae), and this enclosure regulating DTD.

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

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

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

(c) Annual audits of logs and driver qualifications.

(d) Annual review of circumstances requiring DTD authorization.

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

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

(2) See Reference (ae) for suggested policies or practices to support requirements of paragraph 11e(2) of this enclosure.

h. In general, DTD is a taxable fringe benefit with very limited exceptions. For additional guidance, see Appendix 5 to Enclosure 5 of Reference (g).

## 12. CONTRACTOR-OPERATED NTVS

a. Contractors will ordinarily furnish NTVs needed in performing government contracts. NTVs may be provided to DHA contractors in accordance with Part 245 of Reference (af).

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

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

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

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

(5) Substantial savings are expected.

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

c. DHA contractors may be authorized to obtain GSA fleet NTVs or related services for use in performance of any contract provided the contractor abides by DHA component leasing instructions.

d. Vehicles will clearly be marked as contractor operated to distinguish them from government operated vehicles.

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

(1) Determined the authorization will accomplish DHA's contractual objectives and achieve demonstrable economies.

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

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

(4) Ensured contractors establish and enforce suitable penalties for their employees for unofficial use of U.S. Government NTVs.

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

f. NTVs required for use by contractors in their work on a major DHA project will be included as contractor-operated requirements to be provided in accordance with this manual and Part 51.2 of Reference (ao).

g. All DHA-furnished, contractor-operated NTVs will count as part of the NTV inventory of the DHA component concerned.

h. Procedures for managing the allocation, use, operation, maintenance, and record-keeping of all DHA NTVs are applicable to NTVs furnished to contractors.

i. For DHA contractor personnel, contracts and agreements will require operators comply with licensing requirements of country, state, and local NTV laws. DHA contractor employees will not be issued an OF 346. DHA contractor employees assigned to operate either U.S. Government-owned or Government-leased equipment in performance of their contract will be certified, by the contractor and at the contractor's expense, as being fully qualified to operate the NTVs or other equipment to which they are assigned.

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

k. The authorization and condition of NTVs provided as Government-Furnished Equipment (GFE) must be specified in the contract. The contract will specify that NTVs will be returned in the same condition as accepted and the contractor will be financially responsible for repairs not attributed to fair wear and tear.

1. Procedures for managing the allocation, use, operation, maintenance, and recordkeeping of all DHA-owned or DHA-controlled NTVs are applicable to vehicles furnished to contractors, except GFE NTVs which are exempt from VAM reporting, since the number and type of NTVs provided as GFE are specified in the contract.

### 13. BUS TRANSPORTATION SERVICES

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

#### (1) Application of the various types of available services:

(a) A modified shuttle bus service may be established to meet local DoD requirements. The effective conduct of the affairs of the Military Departments, Defense Agencies, and DoD Field Activities may warrant a modified shuttle bus transportation support for military personnel, DoD civilians, and contractors between their office and transit centers pursuant to Part 45.304 of Reference (ao). A modified shuttle bus service will be a passenger carrier (e.g., bus, van), which is owned, leased, or contracted by the DHA components to transport personnel as identified in this paragraph between their place of employment and mass transit facilities.

(b) Shuttle bus service provides the capability to transport groups of individuals on official business between offices on installations or between nearby installations, is a recognized requirement, and is essential to mission support. The use of an effective shuttle bus system reduces the requirement for recurring dispatch of Class B NTVs. Shuttle bus services are provided fare-free.

(c) Group transportation service will normally be limited to those situations where there is a need to provide DTD transportation to personnel for different destinations than government installations and sub-installations.

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

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

(3) For the purpose of this determination, an individual will not be in the “performance of duty” or “acting within the scope of his or her office or employment” by such individual is



receiving transportation services under this authorization for the purpose of commuting to and from the duty location, nor will any time during which an individual uses this service for commuting purposes be considered when calculating the hours of work or employment for that individual.

(4) The authority to approve the modified shuttle bus service rests with Chief, DHA Transportation.

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

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

b. Shuttle bus service may be provided for, on, or between offices and places of duty for the transportation of:

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

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

(3) DoD contractor personnel conducting official defense business.

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

(5) DoD personnel and dependents in isolated sites with limited support facilities where additional support is needed; (e.g., medical, commissary, and religious) directly affecting the health, morale, and welfare of the family.

c. These instructions apply to establishing and maintaining shuttle bus routes:

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

(2) The conveyance used must be no larger than the most economical available to accommodate "duty" passengers.

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

d. Space-available transportation on existing, scheduled shuttle buses may be provided to these categories of passengers:

- (1) On- or off-duty military personnel or DoD civilian employees.
- (2) Reserve and National Guard members.
- (3) Dependents of active duty personnel.
- (4) Retirees
- (5) Visitors to the base (intra-installation only).

(6) In overseas areas, volunteers of Type 2-Affiliated Private Organization, as identified in Reference (a).

e. Shuttle bus service may be provided with DHA-owned or contract equipment expenses for the operation of such services will be paid from appropriated funds.

(5) The authority to approve the shuttle bus service rests with the Chief, DHA Transportation.

f. Group Transportation can be requested using the following procedures:

(1) Whenever the Chief, DHA Transportation determines the effective conduct of the affairs of the DHA requires assured and adequate transportation facilities, he or she may provide transportation service by NTV, following the seating requirements in this enclosure, to and from a place of employment for individuals attached to, or employed in, that department. In each case transportation services are provided, a reasonable fare will be charged. The request must include:

- (a) Why other transportation facilities are inadequate and cannot be made adequate.
- (b) A reasonable effort has been made to induce operators of private companies to provide the necessary transportation and such effort has not been successful.
- (c) The services to be furnished will make proper use of transportation facilities and will provide the most efficient transportation to the persons concerned.
- (d) Current military strength.
- (e) Current civilian strength.
- (f) Authorized changes that affect transportation requirements. Show breakout of shifts, if applicable.

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

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

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

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

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

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

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

(2) In exercising the authority to provide group transportation service to and from places of employment, the Chief, DHA Transportation, will consider these conditions as a basis for approval of such services:

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

(b) In overseas commands where, due to the absence of adequate public or private transportation, local political situations, security considerations, concerns for personal safety, or the geographical remoteness of the duty stations, such transportation is considered essential to the effective conduct of the DoD's business.

(3) Operational data and reports on group transportation services will be made according to applicable regulations of the DHA component concerned.

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

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

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

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

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

(a) Name of the activity.

(b) Location of the activity.

(c) Mission of the activity.

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

(7) Inside the continental United States (CONUS), the fare will be structured to recover all costs of providing this service, including capital investment, salaries, operations, and maintenance costs. If the bus is used for operational missions and group bus service, only the costs directly related to group service must be recovered. Acquisition costs will not be recovered through the fare system.

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

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

14. MISUSE OF DHA MOTOR VEHICLES. Reports of misuse of government vehicles are to be investigated and corrective actions are to be taken if warranted. Seek legal guidance on the investigation process and the potential penalties for the alleged misuse.

a. The unauthorized or willful misuse of a DHA NTV will be cause for disciplinary actions as follows:

(1) Any officer or employee of the government who willfully uses or authorizes the use of any U.S. Government-owned or Government-leased passenger motor vehicle except for official purposes in accordance with Section 1344(b) of Reference (aa), or otherwise violates Section 1344 of Reference (aa), will be suspended from duty without compensation for not less than 1 month by the DoD component head concerned. The officer or employee will be suspended for a longer period or summarily removed from office if circumstances warrant in accordance with 1349b of Reference (aa).

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

b. Depending on the facts and circumstances, the criminal sanctions of Section 641 of Reference (ah), may apply to the misuse of an NTV. The statute provides for a fine and imprisonment for up to 10 years or both.

## 15. FUEL

a. Only standard grade fuels will be purchased for all NTV vehicles. This will be accomplished using the Fleet card. Each operator is responsible for re-fueling vehicles used. Damage caused by improper fueling can result in disciplinary action. If the vehicle is fueled by alternative fuel (e.g., E-85), then the operator must use E-85 fuel (only if E-85 fuel is available within 5 miles or 15 minutes of the vehicle location). Alternative fuel locations can be found at <https://afdc.energy.gov/stations/#/find/nearest>.

b. To obtain a fuel card contact the DHA FM office. Fuel cards are a joint responsibility between Resource Management and Logistics. This is to ensure invoices are properly paid each month. For additional guidance, see References (ap) through (as).

16. KEYS. If any operator loses a vehicle key or locks a key inside of a vehicle, they must contact the DHA DAD FM or the DHA Component FM. Duplication of keys is prohibited.

## 17. GSA OPERATIONS

a. Billing procedures are as follows

(1) Speed Pay must be populated with a line of accounting to pay for the organization's vehicles. This is done on an annual basis. This will cover normal monthly flat rate lease cost and mileage cost of the vehicles. It must also be placed in the accident and maintenance section to cover those charges.

(2) Intragovernmental Payment and Collection payments must be coordinated with the DHA Financial Operations staff. These payments are things not covered by normal bills.

(3) Invoices are available on the 5th working day of the month and are to be downloaded from GSA's Vendor Customer Support Services system. This is done by downloading the bill and sorting it by the FED/FUND CODE to get your specific charges.

(4) Discrepancies in billing will be directed to the GSA Fleet Service Representative. If not resolved at local level, elevate through Chain of Command to the DHA FM office for resolution.

b. Mileage

(1) CONUS organizations will use GSA's Mileage Express to enter mileage monthly.

(2) Mileage will be entered no later than the last business day of the month.

c. GSA will notify organizations of preventative maintenance requirements. For repairs or unscheduled maintenance, contact the GSA Fleet Service Representative or the national maintenance center for guidance.

d. Accidents will be managed through the following procedures

(1) Contact GSA accident management center for towing and repair options.

(2) Complete SF 91, Motor Vehicle Accident Report.

(3) Initiate Financial Liability Investigation for Property Loss.

e. Vehicle Selection is accomplished through the DHA FM Office.

(1) Vehicle ordering will be done through GSA's Customer Acquisition Module (CAM).

(2) The DHA FM office must approve any additions to the organization's fleet.

(3) Off-cycle fleet requirements will be forwarded to the DHA FM office for resolution/action.

18. TRAINING. Training for DHA military and civilian drivers will be organized to provide adequate instruction in the proper, safe, and efficient operation of DHA NTVs in accordance with Reference (k). Such training will include written examinations and hands-on exercises to ensure driver proficiency before licensing. Classroom and testing portions of training may be automated when applicable.

a. The DHA Component FM will establish an NTV training program containing at a minimum the following:

(1) Proper guidance is given to all vehicle operators.

(2) Training will be conducted at least quarterly and when needed to address safety, seasonal driving concerns, or any issues that need to be addressed concerning the use/operation of the NTV. Training can be provided using existing training venues such as birth month training.

b. DHA NTVs will only be operated by military, civilian, or DHA contractors who meet all criteria in this manual, Reference (k), and any other applicable federal, state, local, or host-nation law. To the maximum extent possible, this will be accomplished through:

(1) A comprehensive program for the proper selection, training, licensing, and supervision of personnel operating DHA NTVs in accordance with Reference (k).

(2) Programs controlling access to such NTVs. Questions on the authority to operate DHA NTVs will be resolved in strict compliance with this manual and the Director's, MTF, guidance.

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

d. Training will be provided to operators of government-owned passenger vans, stressing the unique handling characteristics of these vehicles. All such training shall be at the government's expense and shall include, at a minimum, training in:

(1) Proper vehicle loading, gross vehicle weight, weight balance, mismatched tires and tire pressures at variance with manufacturers' recommendations, tire blowouts, risk of rollover, tips for preventing rollover, and requirements for passengers to use safety belts at all times.

(2) For vans with a capacity of 15 or more passengers, hands-on familiarization with the handling of fully loaded vans.

e. All ambulance drivers, whether civilian or military personnel, shall have successfully completed the Department of Transportation training program (or equivalent) for the operation of emergency vehicles every 3 years, and shall have a valid OF 346 in their possession while operating ambulances.

## 19. LICENSING

a. With the exception of military drivers and DHA civilian NTV operators who operate NTVs within the confines of any military installation and never on a public highway, all DHA NTV drivers will comply with the testing and licensing requirements of Reference (ai) and its implementing issuances.

(1) DHA components may waive issuance of the OF 346 to military and civilian personnel for operation of NTVs, excluding forklifts, provided the driver possesses a valid State Issued Motor Vehicle operator's license for the class of passenger vehicle being operated and a current agency-issued building pass or identification document. State issued Learner Permits are not deemed as valid State Issued Motor Vehicle operators' licenses. As a minimum, such

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

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

(3) For military personnel, authority to operate a DHA NTV will extend throughout the operator's service career unless permanently revoked or suspended.

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

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

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

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

(8) The DHA components will establish programs to take adverse, disciplinary, or other appropriate action against drivers who fail to operate DHA NTVs in accordance with applicable laws and regulations. Such programs will include provisions for the assignment of points for duty-related traffic violations, the revocation and suspension of the authority to operate a DHA NTV; and the recovery of damages not to exceed 1 month of the driver's salary for damage resulting from gross or simple negligence while operating a DHA NTV.

b. Under the following conditions, the DHA FM office may waive the road test:



(1) DHA waives the road test requirement for operators of vehicles of one-ton load capacity or less who possess a current driver's license from one of the 50 states, District of Columbia, or Puerto Rico, where the employee is domiciled or principally employed, except for operators of buses and vehicles used for:

- (a) Transportation of dangerous materials
- (b) Law enforcement
- (c) Emergency services

(2) DHA waives the road test for operators, and agencies may waive the road test for incidental operators of any class of vehicle, who possess a current driver's license for the specific type of vehicle to be operated from one of the 50 states, District of Columbia, or Puerto Rico, where the employee is domiciled or principally employed.

(3) The DHA DAD FM or the DHA Component FM may waive the road test for operators and incidental operators not covered above, but only when in his or her opinion it is impractical to apply it, and then only for an employee whose competence as a driver has been established by his or her past driving record.

c. Medical Certification Exams and Periodic Medical Evaluations will be conducted in accordance with Reference (av). At least once every 4 years, DHA components will ensure that operators, employees who operate government-owned or government-leased vehicles as part of their occupation, are medically able to do so without undue risk to themselves or others. Periodic medical evaluations are not required for incidental operators, but are required for other operators consistent with Reference (av). When there is a question about an employee's ability to operate a motor vehicle's safely, the employee may be referred for a medical examination in accordance with Subpart 930.108 of Reference (j) or Part 391.41-9 of Reference (ai), as applicable.

## 20. IDENTIFICATION AND MARKING

a. DHA passenger NTVs and trailers, including those leased, must have a license plate displaying the words, "FOR OFFICIAL USE ONLY," and an appropriate title for the DHA component concerned as required by and Subpart C of Part 102-34 of Reference (p).

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

(2) NTVs leased from GSA will not be painted to conform to DHA component colors. Additionally, no decals, magnetic signs, etc., will be affixed to any portion of the painted surface or the chromium-plated trim unless approved by the DHA FM office. The only identification markings that these NTVs will display are identification numbers that are displayed on the license plates. DHA components will receive the NTV from GSA with a license plate. The first digit of the license will be a “G” representing GSA as the leasing agency. The next two digits will identify the size of the NTV, and the remaining digits will be the serial number.

b. DHA components can request exemptions from the DHA FM office for NTVs located within their areas of responsibility when conspicuous identification will endanger the security of individuals or the U.S. Government.

c. Special type markings on NTVs will be restricted to the minimum. They will be of a removable type to facilitate rotation of NTVs.

(1) An appropriate identity plate to indicate the occupancy of an NTV by a general or flag officer may be affixed to the front of the NTV. Size and color of plates will be prescribed by the respective DHA component. Coordinate this action with the local operations security section.

(2) Ambulances will be marked in accordance with Reference (aj).

## 21. GENERAL PLACARD REQUIREMENTS

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

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

c. DHA components will use UNICOR as the sole source for license plates for all CONUS NTVs in accordance with the written agreement between the GSA and UNICOR.

d. License plates will be marked with the words “FOR OFFICIAL USE ONLY,” “U.S. GOVERNMENT,” and the DHA assigned identification number. License plates will be affixed to the front and back of the NTV with the exception of trailers, which only receive one license plate.

e. MTFs are required to register all DHA-owned or Commercially-leased (non-GSA) vehicles in FMVRS. Request for new FMVRS accounts will be coordinated through the DHA FM office. Registration consists of entering Vehicle Identification Number and DHA License Plate Number into the system along with a point of contact for each vehicle.

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f. License plates will be considered controlled items. Plates will be assigned to one NTV only and then returned to UNICOR for destruction when the plates expire or on disposition of the NTV. Upon receipt, they are entered in FMVRS. If license plates are not received, they must be listed as missing in FMVRS and a report must be filed with the Military Police. Based on security concerns the same plates will not be used on disposal NTVs or their replacements. Plates will be destroyed after initial use. Use of locally procured or manufactured plates is prohibited.

g. When license plates are considered lost or stolen, the DHA Component FM must immediately execute the provision below in accordance with Part 102-34.135 of Reference (p). After these procedures are conducted, the DHA Component FM must notify the DHA FM office.

(1) U.S. Government License Plates. Report to your local security office (or equivalent), local police, and GSA Fleet when a GSA Fleet leased motor vehicle is involved. Change the license plate status in FMVRS to missing, seen in the system as “MS.”

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

h. A DD Form 200, Financial Liability Investigation of Property Loss, is used to document the facts and circumstances of the loss and must be finalized by the approving authority in accordance with Chapter 7 of Volume 12 of Reference (l). The DHA DAD FM or the DHA Component FM will retain the original and submit a copy to the DHA FM office.

i. All CONUS DHA vehicles will carry the registration card from FMVRS in the vehicle.

j. There are “ON POST ONLY” plates which must be placed on all vehicles that do not leave the installation. These plates are bright yellow in color and only contain numbers. These plates do not have expiration dates. These plates are not entered into FMVRS.

k. Vehicles that travel outside of the installation on public roads will have a government license plate. These plates are white in color and expire every 8 years.

## 22. SAFETY, ACCIDENT PREVENTION, AND REPORTING

a. Reference (k) requires that each DHA component establish and maintain comprehensive traffic safety programs.

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

(1) The DHA components will develop safety and accident prevention programs for the safe operation of DHA NTVs.

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

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

c. Operators involved in accidents will:

(1) Stop immediately and call local police.

(2) Assist the injured. Do not move injured people unless absolutely essential for their protection.

(3) Warn other motorists of any existing highway hazard. During hours of darkness or poor visibility, flares or reflectors will be used. Flares or reflectors can be purchased with a Government Purchase Card.

(4) Complete the SF 91. If an SF 91 cannot be prepared by the operator because of injury or death, the report will be completed by the operator's Supervisor. Expeditiously deliver the completed SF 91 to the motor transport officer.

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

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

(7) Not leave the scene of the accident except as authorized by a state law enforcement officer or other proper authority.

(8) Do not express oral or written opinions to claimants or their agents concerning liability, investigation findings, or possibility of claim approval.

(9) Do not provide official accident investigation reports to a claimant or any individual or representative of any non-DoD organization, including state or local officials, without first obtaining clearance. Clearance will be obtained from the servicing claims officer.

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

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

f. All vehicle accident records must be maintained for 3 years.

23. RECORDS RETENTION. All Fleet management records must be maintained until no longer required for conducting business or no longer than 6 years.

APPENDIX 1 TO ENCLOSURE 4

GUIDANCE FOR CONDUCTING COST-COMPARISON STUDY  
FOR LEASE VERSUS PURCHASE

1. GENERAL

a. This appendix provides guidance for conducting the cost comparison study for lease versus purchase required by Enclosure 4.

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

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

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

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

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

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

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

(1) Historical records, including FAST data should be used to identify these costs.

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

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

APPENDIX 2 TO ENCLOSURE 4

FLEET MANAGEMENT SYSTEMS

1. GENERAL. This appendix contains a list of management systems and access requirements for FMs.
  
2. GSA FLEET DRIVE-THRU. GSA Fleet Drive-thru is a mileage reporting and fleet analysis tool. FMs will require access to the following modules:
  - a. Mileage Express. Enter mileage each month prior to the 20th of the month.
  
  - b. Speed Pay. Ensure LOAs are loaded into both the lease/mileage section along with the accident/maintenance sections each fiscal year.
  
  - c. CAM. Ensure vehicle orders are submitted in CAM for replacement vehicles and approved new vehicles.
  
  - d. Customer Driven Data. Ensure all Customer Driven Data is complete for all your vehicles in fleet.
  
  - e. Reports Carry Out. Ensure data is verified by running inventory, fuel, and Agency Incurred expenses at a minimum monthly.
  
3. FLEET SUSTAINABILITY DASHBOARD. The Fleet Sustainability Dashboard is designed as a Fleet Management tool to support the use of alternative fuels. FMs can view high-level trends of fleet fuel use throughout the year as the data is updated monthly. A key function of the tool is to identify "missed opportunities" to use alternative fuel. Missed opportunities are instances when an alternative fuel capable vehicle uses petroleum fuel where the appropriate alternative fuel is available nearby. FMs can drill down to individual transactions, identify missed opportunities, and locate specific alternative fuel stations near the specific missed opportunity.
  
4. FAST. Agencies annually report motor vehicle fleet data using FAST, a web-based reporting tool cosponsored by GSA and the Department of Energy. The annual Federal Fleet Report publishes motor vehicle fleet inventory, cost, and use data from these annual submissions, and the resulting data tables are available in these datasets. For more information, refer to the following link: <https://fastweb.inl.gov/help/index.cfm/resources/vehicle-level-data>.
  
5. FMVRS. FMVRS provides access to information for all vehicles owned or commercially-leased by the Federal Government. FMVRS allows access to Customer Agencies to enter, query,



and update vehicle and license plate information 24/7, except for published maintenance periods. Federal, state, and local law enforcement personnel will be authorized to query the FMVRS database at any time. FMVRS is used within DoD by the OSD FM and other Agency FMs to ensure the license plates requested by each entity is appropriately managed and assigned to a government vehicle for official use. It is the responsibility of each FM to keep Agency records updated in FMVRS. This includes the following:

a. Tag status management

(1) Identify all tags received (status code "RC") within FMVRS within 30 days.

(2) Identify tags lost or stolen (status code "MS") in accordance with Part 102-34.135 of Reference (p).

b. Tag to Vehicle Identification Number assignment

c. Accuracy of vehicle details

d. Complete Contact information for vehicle

## 6. DPAS

a. DPAS is the FMIS approved by the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics. Use of any other FMIS must be approved by OSD via waiver request per Reference (at). DPAS will be used by the DHA Vehicle Management community as the primary system for performing all life-cycle management functions pertaining to the vehicle fleet including agency-owned and leased assets.

b. Within 30 days of receiving the vehicle(s), an accountable record must be created, and utilization information captured within an authorized FMIS. There are many commercial FMIS available at a cost to the government but will not also meet APSR requirements. DPAS has the FMIS functionality available to DoD through centralized budgeting.

c. DPAS Implementation. This effort consists of a single-phase approach with capabilities to plan, schedule, and execute Vehicle Management processes. This effort represents a distinct set of capabilities which can stand alone upon implementation.

d. Fleet Management and Analysis. This effort concentrates on migrating functions currently performed by FMs pertaining to both accountability and work order processing. The functions performed today are work order, labor tracking, costing and calculations; this translates to the Maintenance and Utilization (M&U) module in DPAS. Additionally, vehicle inventory records and accountable transactions currently performed in other property accountability systems will also be subsumed to DPAS in the Accountability Property module. The NTV ceiling will service as the authoritative source for the vehicle allowances.

e. DPAS Training is available at: <https://dpaselearning.golearnportal.org/login/index.php>. For more information on training, see Appendix 4 to Enclosure 4.

7. AUTOCHOICE. GSA is a mandatory source, under Part 101-26.501 of Reference (p), for purchases of new NTVs for DoD and federal executive agencies. When using AutoChoice, customers are ensured direct and easy access to a full spectrum of automotive vehicle solutions. AutoChoice allows users to:

- a. Configure vehicles and choose vehicle equipment options 24/7.
- b. Identify AFVs and low GHG Vehicles.
- c. View GSA's minimum requirements and manufacturer vehicle specifications.
- d. View side by side comparisons of vehicle models.
- e. Select the best value and/or lowest priced vehicles.

8. UNICOR LICENSE PLATE STORE. UNICOR manufactures license plates for the Federal Government and will load initial information into the GSA FMVRS database. Authorization to purchase these plates is limited to individuals pre-approved by the appropriate FM. Authorization must first be requested from the DHA FM office. After being cleared and set up, individuals may log in to the UNICOR License Plate Store and see the plates that are authorized to order. Further guidance is available at: <https://www.unicor.gov/Account/Login.aspx>.

APPENDIX 3 TO ENCLOSURE 4

VAM/VURB PROCESS

1. GENERAL

a. The VAM/VURB process develops the optimum fleet, both in size and composition, to meet NTV support requirements, including base support operations, administrative, and mission support. The VAM/VURB process must meet or exceed the goals stated in Reference (an).

b. References (h) and (t) require DHA to conduct, at a minimum, an annual VAM/VURB process. DHA will conduct the annual VAM/VURB process between 2 January and 31 March each year to optimize DHA's NTV fleet, eliminate underutilized vehicles, and transition to an environmentally friendly NTV fleet.

c. Reference (au) provides guidance for the conduct of the VAM/VURB process. The DHA FM office has developed a standard operating procedure (SOP) (see paragraph 4 in this Appendix) to address all facets of the VAM/VURB process, regardless of source of funding, for NTVs across all DHA components.

d. As a result of the VAM/VURB process, a 5-year plan is developed for the acquisition of replacement vehicles that will support the reduction of fossil fuel consumption and the emissions of GHGs. Conducting the VURB is an integral part of the VAM and, after establishing the fleet baseline inventory, is the most critical step in management of the NTV fleet. The VURB establishes the non-mileage retention criteria for each type of vehicle, vehicle mission, and purpose. The first criteria is mileage (see Table 1 of Enclosure 4). If the mileage criteria is not met, the VURB will use non-mileage criteria as the number of days used versus the number of days dispatched per month (see Table 2 of Enclosure 4). The VURB process will result in:

- (1) Identification of vehicles that do not meet the established retention criteria
- (2) A comparison of existing fleet composition to mission task needs.
- (3) A recommended list of vehicle types approved for each organization and mission requirement.
- (4) Identification of vehicles that are mission essential regardless of utilization.

e. NTVs will meet or exceed the mileage utilization goals stated in Table 1 of Enclosure 4. NTVs not meeting the mileage goals must be justified by non-mileage criteria developed by the VURB. The retention criteria developed by the VURB to justify mission essential vehicles should be objective rather than subjective. However, subjective information may impact on the criteria developed. See Reference (au) for additional information.

f. The VURB will establish utilization goals for NTVs reflecting the mission requirements of the command. The type of mission may establish the NTV requirements.

g. Based on the results of the VAM/VURB process, the DHA FM office will establish command NTV ceilings and provide the ceilings to the organization.

## 2. RESPONSIBILITIES

a. The DHA DAD FM and DHA Component FM is responsible for:

- (1) Using the NTV on-hand fleet to establish a baseline.
- (2) Developing a 5-year plan which optimizes the fleet to meet mandates in Reference (an).

b. The DHA FM office is responsible for:

- (1) Providing policy and oversight for the conduct of the VAM/VURB process.
- (2) Developing NTV reduction goals.
- (3) Sustaining the annual VAM/VURB cycle.
- (4) Reviewing the results of the VAM/VURB process submitted through appropriate channels.
- (5) Determining the agency NTV ceilings based on the VAM/VURB results.
- (6) Providing NTV authorization ceilings to the appropriate activities.
- (7) Posting the ceilings to the DHA Transportation non-secure webpage.

c. The DHA DAD and the DHA Component Director, is responsible for:

- (1) Enforcing policies and guidance in Reference (g) for NTV utilization and turn-in criteria, through the VAM/VURB process outlined in References (t) and (au).
- (2) Developing and enforcing an activity NTV management plan and activity-wide NTV reduction goals.
- (3) Ensuring the VAM/VURB process is conducted at least annually during 2 January through 31 March timeframe for all DHA-owned and DHA-leased NTVs, no matter the source of funding.
- (4) Ensuring the VAM/VURB process is conducted in accordance with References (h) and (au), and the VAM/VURB process SOP.

(5) Approving in writing each NTV not meeting DoD utilization criteria (vehicle mileage) or non-mileage criteria determined by the VURB, but are required to be maintained in the fleet to fulfill a critical mission requirement.

(6) Providing a completed copy of the report templates, documenting the VAM/VURB results directly to the DHA FM office, no later than the last Wednesday in April of each year.

### 3. COORDINATION INSTRUCTIONS

a. The VAM/VURB process SOP will be utilized with References (h) and (ao) for the conduct and reporting of the VAM/VURB results.

b. The baseline for the VAM/VURB will be published by the DHA FM office.

c. The VAM/VURB is the basis for the DHA FM office to develop NTV authorization ceilings and is also used to support the GSA-leased NTV replacement process using the CAM. For example, if the VAM/VURB for a unit authorizes five compact sedans and zero SUVs, any attempt to authorize an SUV as a replacement NTV will be rejected. The VAM/VURB must fully represent the optimum fleet in size, quantity, and type of NTVs required to support the mission.

### 4. VAM/VURB SOP

a. The DHA FM Office and DHA Component Director will inform all command elements of the requirement to conduct the annual VAM/VURB processes. Due to geographic dispersion of the command's units/elements, the DHA FM office and the DHA Component Director may delegate the conduct of the VURB to the unit/element. Results of individual unit's/element's VURBs will be consolidated by the DHA FM office and the DHA Component FM for command and presented to the DHA FM Office and DHA Component Director responsible for the conduct of the VAM/VURB processes for the command.

b. The designated chairperson for the VURB process at the unit/element prepares a detailed fleet profile of all the vehicles managed by the unit/element. Data elements required are listed in Step 1 of Table 3.2 of Reference (au).

c. The VURB chairperson will ensure that all branches/offices of the unit/element are represented on the VURB to present their NTV requirements and justifications for the vehicles.

d. The VURB will determine the utilization criteria for each type of vehicle based on mission requirements. Some vehicles will be based on the current mileage goal of 12,000 miles per year and others might be based on number of trips; days dispatched; or other factors.

e. The VURB will determine which vehicles meet the utilization criteria for the type of mission supported and prepare a listing of these vehicles for the DHA FM office and the DHA Component Director's approval.

f. The VURB determines if an alternate means of transportation will meet the mission requirement and if so, recommends the alternative to the DHA FM office and the DHA Component Director.

g. The VURB determines if there are mission essential vehicles that must be retained no matter what utilization criteria is applicable and makes a recommendation for retention to the DHA FM office and the DHA Component Director.

h. The DHA FM office and the DHA Component Director, assisted by the DHA DAD FM and DHA Component FM, develops the VAM 5-year acquisition and replacement plan with recommended vehicles (type, size, and fuel type). The 5-year plan will be done in conjunction with the NTV reduction plan and the goals within the plan. The reduction plan will be presented to the DHA FM for approval not later than the last Wednesday of April.

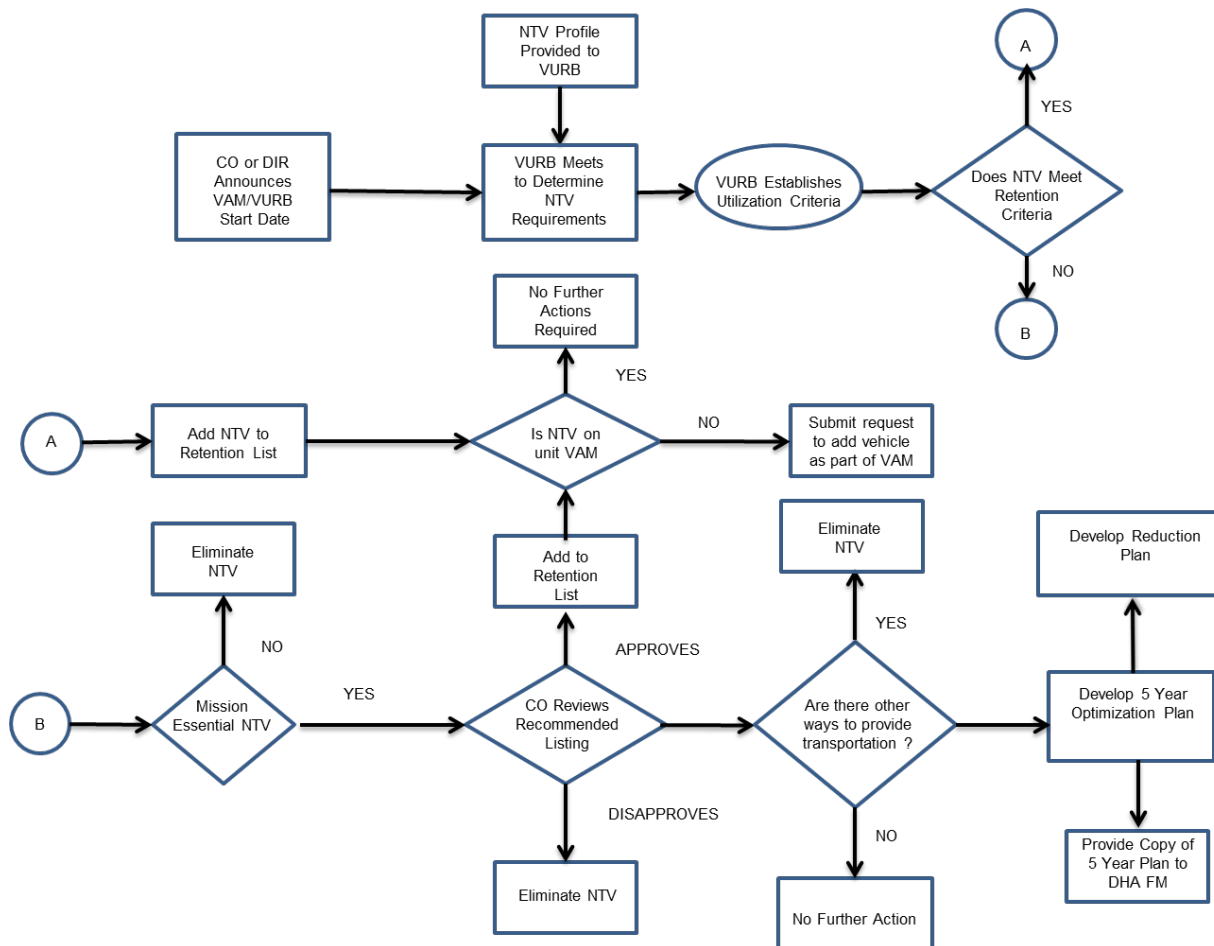


Figure: Vehicle Allocation Methodology/Vehicle Utilization Review Board Process Map

APPENDIX 4 TO ENCLOSURE 4

FM TRAINING OPPORTUNITIES

1. GENERAL. This appendix contains a list of training opportunities available for FMs.
  
2. FEDERAL FM CERTIFICATION PROGRAM. The Federal FM Certification Program is a comprehensive Fleet Management training program specific to federal Fleet Management of all levels. More information is available at <https://gsa.gov/ffmcp>.
  
3. GSA FEDFLEET CONFERENCE. FedFleet is an annual conference that covers topics such as deep dives into sustainability and policy, best practices surrounding aspects of Fleet Management, and a vehicle manufacturer panel. More information is available at <https://www.gsa.gov/fedfleet>.
  
4. ENERGY EXCHANGE. Organized by the Federal Energy Management Program, this educational and networking forum helps federal employees expand their knowledge of building operations, energy and Fleet Management, and sustainability practices. More information is available at <https://www.energy.gov/eere/femp/energy-exchange>.
  
5. GSA FLEET DESKTOP WORKSHOPS. GSA's YouTube channel provides training on a variety of Fleet Management policies, processes, and principles. <https://www.youtube.com/c/usgsa/featured>
  
6. GSA FLEET DRIVE-THRU. GSA provides educational resources on driver-safety topics and operating, maintaining, and managing GSA fleet vehicles at <https://drivethru.gsa.gov/html/DTTRAINING.htm>.
  
7. DPAS
  - a. DPAS offers role-based training at their online DPAS eLearning website: <http://dpaselearning.golearnportal.org/>. The site offers customized courses to meet the requirements of each DPAS role.
  
  - b. New users can self-register and select training appropriate for their role(s). Every FM will require both PA for Fleet Management role and the M&U Officer role. After completing training, users must certify their roles prior to receiving the associated menu options for that role in DPAS. This is achieved by clicking the 'Certify my Role' link at the bottom of the Course Main Menu.

c. Completion certifications, either paper or electronic, must be retained once the courses below are completed.

d. All FMs will need to request the following roles: PA for FM 1023

e. GSA Only FMs will need to request the following roles: M&U officer 8030, M&U Dispatch Inquiry 8040, Reports and Forms 8050, and FAST Manager 1310.

f. Agency Owned FMs will need to request the following roles: M&U Officer 8010, M&U officer 8030, M&U Dispatch Inquiry 8040, Reports and Forms 8050, and FAST Manager 1310.



APPENDIX 5 TO ENCLOSURE 4

GSA AND DHA STAKEHOLDER GUIDANCE FOR GSA VEHICLE ROTATION

1. In accordance with References (t) and (ao), DHA must reduce the consumption of fossil fuel by 30 percent by 2020 using a 2005 baseline. To meet this goal, reduce Green House Gas emissions, and set an example for the country, the Presidential Memorandum requires all non-tactical light duty fleets to be reduced in size to only those needed for mission accomplishment, reduce individual vehicle size to smallest, most fuel efficient to meet mission requirements, and by 31 December 2015 all new light duty vehicles (less than 8,500 lbs. GVWR) leased or procured must be AFVs.

2. To achieve these goals, vehicle selections will be the smallest, most fuel efficient, and least GHG emitting vehicles available, which meet mission requirements. DHA will replace all GHG eligible (either by mileage or time) passenger vehicles with either Hybrids, Plug-in Hybrids, or Battery Electric vehicles.

3. DHA will continue to use the VAM/VURB processes to optimize the DHA's NTV fleet, eliminate underutilized vehicles, and transition to an environmentally friendly NTV fleet. DoD and DHA policy preclude DHA customers from ordering Class III (Midsize or Intermediate) SUVs or Class IV (Large) vehicles of any type from GSA either as a new requirement or replacement vehicle. DHA customers that have a valid mission requirement for a Class III SUV are required to submit an Exception to Policy memorandum 30 days prior to the ordering cycle to DHA FM Office. If the Exception to Policy memorandum is approved, DHA FM Office will advise the customer to order their vehicles via an approval memorandum.

4. If the mission of the vehicle is such that 50 percent or more of the annual mileage is driven at speeds less than 43 MPH, the use of a hybrid vehicle is warranted and should be requested as the replacement vehicle. The use of the smallest vehicle to meet mission needs is stressed. Incremental costs will be offset by the AFV surcharge. If the surcharge cannot support the acquisition of additional hybrid vehicles, a low GHG emitting vehicle will be substituted by DHA FM prior to the final DHA order sent to GSA.

5. If E-85 fuel is available within 5 miles or 15 minutes of the vehicle housing location (where the vehicle is parked after normal duty hours), E-85 will be used no matter what the cost of fuel and an E-85 replacement vehicle will be requested from GSA. All E-85 vehicles, once delivered to using units, will have a window cling affixed to the window over or close to the vehicle fueling point which reminds the driver that the vehicle is an E-85 vehicle and to use E-85 in the vehicle (clings have been distributed to DHA DAD FMs and DHA Component FMs), and a map will be placed in the glove compartment showing E-85 stations within 5 miles or 15 minutes of

the vehicle housing location. Verify the location of E-85 stations at <https://afdc.energy.gov/stations/#/find/nearest>.

6. In accordance with Reference (g), DHA customers are not authorized to replace or order Class IV (Large) Sedans or SUVs [Standard Item Numbers (SINs 10B, 11B, 100B-C, 101-101C, 105B-C, 106 & 106C, 108, or 112], (i.e., Ford Expedition and Excursion, Chevrolet Tahoe and Suburban, GMC Yukon, Yukon XL, Cadillac Escalade, and similar sized SUVs and large sedans regardless of manufacturer)]. These SUVs and Sedans will not be requested from the GSA either as a new requirement or replacement vehicle. GSA will not accept an order for a Class III (Midsize or Intermediate) [SINs 91B, 96B, 100A, 101-101C, or 105A] SUV vehicle without the approval of the DHA FM.

7. NTVs that have an obstructed view of the rear will order a reverse signal audible alarms for use when backing or when an observer signals that it is safe to do so.

8. The DHA FM will make corrective selections for replacement vehicle selections that are in accordance with DHA guidance and the instructions of this Appendix.

a. DHA NTV requests will not be forwarded to the agency Transportation Manager unless they have an approval from their DHA FM. DHA customers are not authorized to submit vehicle requests for process via CAM after the agency closing date.

b. DHA FM is required to ensure all vehicles assigned to the agency that are over age and/or miles are replaced or turned in for non-replacement during the CAM replacement cycle (i.e., sedan over 5 years old, mini-van over 7 years old, truck 7 over years old, or any passenger carrying vehicle over 50K miles).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AFV	alternative fueled vehicle
APSR	accountable property system of record
CAM	Customer Acquisition Module
CBM+	Condition Based Maintenance Plus
CFC-12	chlorofluorocarbon-12
CONUS	continental United States
DAD	Deputy Assistant Director
DHA	Defense Health Agency
DHA-PM	Defense Health Agency-Procedures Manual
DLA	Defense Logistics Agency
DPAS	Defense Property Accountability System
DTD	Domicile-To-Duty
FAST	Federal Automotive Statistical Tool
FM	Fleet Manager
FMIS	Fleet Management Information System
FMVRS	Federal Motor Vehicle Registration System
GFE	Government-Furnished Equipment
GHG	greenhouse gas
GSA	General Services Administration
GVWR	gross vehicle weight rating
M&U	Maintenance and Utilization
MEDLOG	Medical Logistics
MTF	Military Medical Treatment Facility
MVAC	motor vehicle air conditioner
NCR	National Capital Region
NTV	non-tactical vehicle
OCONUS	outside the Continental United States
OF	Optional Form
OSD	Office of the Secretary of Defense
PMCS	Preventive Maintenance Checks and Services
POD	Permissible Operating Distance
SF	Standard Form

SOP	standard operating procedure
SUV	sport utility vehicle
TDY	temporary duty
VAM	Vehicle Allocation Methodology
VOC	Vehicle Out of Commission
VURB	Vehicle Utilization Review Board

## PART II. DEFINITIONS

activity NTV ceiling. The maximum number of NTVs an activity is required, authorized, and may have on-hand or the maximum number of NTVs that will be documented for the activity.

AFV. An NTV capable of operating on alternative fuels, such as methanol denatured ethanol, and other alcohols; mixtures containing 85 percent or more (or such percentage, but not less than 70 percent, to provide requirements relating to cold start, safety, or NTV functions) by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels; natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels (other than alcohol) derived from biological materials; electricity (including electricity from solar energy); and any other fuel that is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits.

alternative fuel. Transportation applications of alternative fuel include the following: methanol; denatured ethanol, and other alcohols; fuel mixtures containing 85 percent or more by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels—natural gas; liquefied petroleum gas (propane); hydrogen; coal-derived liquid fuels; fuels (other than alcohol) derived from biological materials (biofuels such as soy diesel fuel); electricity (including electricity from solar energy); any other fuel the Secretary of Energy determines is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits; does not include alcohol or other blended portions of primarily petroleum-based fuels used as oxygenates or extenders, that is, methyl tertiary-butyl ether, ethyl tertiary-butyl ether, other ethers, and the 10-percent ethanol portion of gasohol.

baseline fleet. The previous Fiscal Year's NTV ceiling developed by the DHA FM office distributed to the agency FMs or the on-hand NTV fleet, whichever is greater. The 5-year acquisition and management plan, developed during the VAM/VURB process, begins with the baseline fleet and provides a plan to achieve the optimum fleet over the following 4-year period.

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

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

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

E-85. A fuel mixture of 85 percent ethanol and 15 percent gasoline.

electric vehicle. A motor vehicle powered by an electric motor that draws current from rechargeable storage batteries, fuel cells, photovoltaic arrays, or other sources of electric current. For this regulation, electronic vehicles are those vehicles with a range and speed higher than for low-speed electric vehicles, normally significantly much higher.

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

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

field work. Work performed by an employee whose position requires the employee's presence at various locations that are at a significant distance from the employee's place of employment (itinerant type travel) and the employee's work day does not start at the employee's place of employment. The designation of a work site as a "field office" does not, of itself, permit the use of a U.S. Government passenger carrier for transportation.

fleet card. A credit card associated with a GSA vehicle that allows fleet vehicles tax-exempt status and access to cheaper fuel.

group transportation. A service generally limited to those situations where there is a need to move personnel from within or outside installations and for which a fare is normally charged.

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

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

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

incidental operator. An employee, other than one occupying a position officially classified as a motor vehicle operator, who is required to operate a government-owned or-leased motor vehicle to properly carry out his or her assigned duties.

installation. Real property owned or leased by the United States, and under the jurisdiction of one of the DoD components, including family housing designed for rent for residential use by civilian or military personnel of the DoD components.

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

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

maintenance. All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation.

mass transit. Service for which a fare is normally charged, meeting requirements beyond shuttle bus services by providing “non-duty” types of transportation within a DoD installation or between sub-installations.

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

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

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

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

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

operator. An employee who is regularly required to operate government-owned or government-leased motor vehicles and is occupying a position officially classified as motor vehicle operator.

optimum fleet. The minimum NTV requirements established through the VAM/VURB process to meet mission support requirements by providing the smallest size and most environmentally friendly type vehicle available.

Pentagon Area. See NCR above.

place of employment. Any place within the accepted commuting area where the person performs his or her business, trade, or occupation, even if the person is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, domicile, headquarters, or any place where the person is assigned to work, including locations where meeting, conferences, and other official functions take place.

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

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

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

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.

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

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

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

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