405th Army Field Support Brigade
Logistic Readiness Center, Vicenza
Transportation Motor Pool

Authorized Use, Misuse or Abuse of Non-Tactical Vehicles

TO REITERETE THE POLICY OVERNING APPROPRIATE USAGE AND MISUSE/ABUSE

Reference: Army Regulation 58-1, Management, Acquisition, and Use of Motor Vehicles
The use of non-tactical vehicles (NTVs) is subject to Federal law and regulations, and Commanders are ultimately responsible for the appropriate use or misuse of NTVs. Commanders:

❖ A. Are authorized to maximize use of NTVs, but will not deviate from guidelines without guidance from the local legal counsel and the Logistics Readiness Center (LRC) Operations Branch, HQ 405th AFSB.

❖ B. Are strongly encouraged to use General Dispatch or permanently assigned NTVs to their fullest potential and for as many authorized missions as possible.

❖ C. Will use the enclosed guidelines when making decisions about NTV use.

AUTHORIZED USE OF NON-TACTICAL VEHICLES

➢ 1. In-processing, Out-processing, and Sponsorship Programs. AR 58-1 states that NTVs may be used for transportation to commercial and military terminals if other means of transportation are not available or cannot meet mission requirements. To meet the European requirements of sponsorship, retention, and quality of life, Commanders may—

❖ (a) Allow sponsors to use NTVs to pick up arriving Soldiers and civilians at commercial or military terminals when they arrive in country. Before authorizing the use of NTVs to pick up arriving personnel, commanders must consider the use of the Sponsorship Bus (S-bus or similar Government-managed service) and NTV Fleet Managers must determine that the use of the S-bus does not meet mission requirements.

❖ (b) Authorize NTV use for in-processing and out-processing activities if DoD-scheduled transportation (for example, shuttle buses) and public transportation cannot responsively meet mission requirements.

➢2. Use of NTVs during Temporary Duty (TDY). When authorized by the Commander, the use of an NTV is generally limited to travel to the TDY location and between the TDY site and place of lodging. During the TDY period, NTVs may be used for travel to barber shops, drug stores, laundries, restaurants, places of worship, and similar places for the traveler's health and comfort if public transportation is unavailable or impractical at the TDY location. Public transportation is considered impractical or unavailable if it does not accommodate the duty schedule or is more expensive than using the NTV.

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

❖ (b) When an NTV is authorized for use while on TDY, the NTV may be operated between places where the person's presence is required for official business, or between such places and temporary lodgings. In the absence of regularly scheduled public transportation, or if its use is impractical, an NTV may be operated between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, and similar places required for the comfort or health of the member, and which foster the continued efficient performance of Army business.

➢3. Family Readiness Groups (FRGs). The FRG volunteers are authorized to use NTVs for Family-readiness activities to transport Family members to life-support facilities in emergencies and in situations where no other means of transportation is available (AE Regulation 608-2). Garrison Commander approval for FRG use of NTVs must be in writing and associated documentation needs to remain on file in the Transportation Motor Pool (TMP) office for 12 months. Approval may be granted under the following conditions:

❖ (a) Driving is included in the FRG volunteer's job description.

❖ (b) NTVs will be used only for official purposes.

❖ (c) The FRG volunteer has a valid driver's license and Optional Form 346 for the area where the vehicle is primarily based.

❖ (d) The FRG volunteer has been appointed in writing by the commander.

❖ (e) Use of the vehicle will not negatively affect the accomplishment of the Garrison overall mission.

❖ (f) Vehicle support is necessary. Failure to provide vehicle support would have an adverse effect on Soldier morale or Family readiness.

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➢4. Temporary Travel to Airports. NTVs owned or otherwise controlled by the DOD may be used for trips between domiciles or places of employment and commercial or military airport terminals only when at least one of the following conditions is met

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

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

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

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

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

➢5. PCS Travel to Airports. AR 58-1 generally prohibits the use of NTVs to support PCS travel. However, Garrison or unit commanders may authorize NTV transportation of Army personnel on official travel orders to commercial or military terminals if the terminals are located where other means of transportation are not available or cannot meet mission requirements. If there is a commercially contracted S-bus, this is the first option for incoming and departing personnel in a PCS status. Its use is not mandatory for personnel with pinpoint assignment orders. Commanders must consider the use of the S-bus when it meets mission requirements before authorizing the use of an NTV.

➢6. Emergency Leave. When approved by the Garrison or unit commander, AR 58-1 authorizes the use of NTVs to transport Soldiers and family members on emergency leave to the nearest commercial transportation site when required to arrive at the port of embarkation before the departure of the first reasonably available flight, bus, or train.

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➢7. Inadequate Commercial Transportation. AR 58-1 authorizes the use of NTVs when the commander has determined that commercial transportation cannot meet mission requirements. This guidance is interpreted to allow for NTV use for the reasons cited in subparagraphs a through e above.

➢8. Travel to after-hours or social functions. The Commander may approve travel to attend the following after-hours or social functions:

❖ (a) Dining-ins where the program provides a training benefit.
❖ (b) International liaison functions (functions that further host-nation relations).
❖ (c) Attendance at official ceremonies (for example, change of command, funeral, retirement).
❖ (d) Dinners with members of Congress where military issues will be discussed.
❖ (e) Dinners with retired Army chiefs of staff where command issues will be discussed.
❖ (f) Official dinners that are part of a conference program and include a substantive speaker or professional discussion during a meal

❖9. Travel Using NTVs Outside the IFMS AOR (Belgium/Germany/Italy/Netherlands). Before taking a transportation motor pool (TMP) vehicle outside the IFMS approved operating area, the user is required to obtain permission from the local TMP manager. Mileage reimbursements for traveling outside of the AOR to countries other than Switzerland or Austria will be levied against the user. In addition to any area or theater clearance that may be required, diplomatic or transit border clearances must be requested through the local Brigade Movement Control Team (BMCT) and obtained for U.S. Government vehicles before they enter or leave many NATO and non-NATO countries while on official business. This applies to all Government-owned or Government-leased vehicles, regardless of the license plates on the vehicle (for example, official U.S. Army registration plate, U.S. Forces POV plates, General Services Administration Interagency Fleet Management System (IFMS) plates, or host-nation plates). Units should initially contact their local BMCT prior to driving a vehicle out of assigned country.

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❖10. Travel to and from medical facilities. Soldiers ordered to travel to/from a medical facility for a required physical examination or to obtain a medical diagnosis and/or treatment within the local area are authorized Government-furnished transportation. LRCs providing shuttle bus services to local hospitals will seek reimbursement for the cost of the route from the serviced unit. (THIS WILL NOT BE IMPLEMENTED UNTIL THE REVISED AR 58-1 IS APPROVED) Tenant units will reimburse LRCs for days used and mileage costs caused by their use of NTVs for this purpose.

➢11.Rest and Recuperation (R&R) Leave. The R&R Program is a key element of USCENTCOM force readiness, including the readiness of USAREUR-based forces serving the USCENTCOM area of responsibility. The CG, USAREUR, has authorized the use of NTVs to transport USAREUR-based USCENTCOM Soldiers on R&R leave from:

❖ (a) Aerial ports of debarkation in the European theater to their permanent duty stations when they arrive on R&R leave.

❖ (b) Their permanent duty station to the aerial port of debarkation in the European theater when returning from R&R leave.

❖ (c) If the use of NTVs is necessary, commanders will first use NTVs assigned to their units on recurring dispatch. If no NTVs are available, commanders may seek additional support from the host general-purpose fleet.

➢12. NTV Use for Soldiers and Civilians Deployed to Support Contingency Operations.

❖ (a) Soldiers are deployed in a temporary change of station (TCS) status to support contingency operations in accordance with DA personnel policy guidance (PPG). TCS is a temporary duty status. The applicable PPG may allow personnel to use unit-assigned NTVs for transportation to and from their quarters. The authority to provide NTVs for this is contingent on the PPG relevant to the Soldier's deployment and orders. The Soldier's orders must state that the Soldier is deployed to support a contingency operation before he or she will be authorized the use of an NTV for "in and around" transportation.

❖ (b) Use of NTVs for reasons of health and comfort will be determined by the commander on a case-by-case basis.

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❖ (c) At the commander's discretion, Soldiers who are authorized use of an NTV to and from quarters in accordance with subparagraph (a) above may be authorized use of an NTV to and from the post exchange and morale, welfare, and recreation (MWR) facilities.

❖ (d) If personnel use an NTV to travel to a dining establishment, the commander may authorize them to use additional free time for personal activities within the approved location.

❖ (e) Authorization to use an NTV for health and comfort must be designated by the commander on a memorandum for record (MFR). The MFR must be kept with the vehicle when it is used for these reasons and one copy has to be filed for 12 month at the TMP office.

➢13. SHUTTLE BUS SERVICE. Scheduled shuttle bus service is limited to OFFICIAL-BUSINESS TRAVEL and mission-driven requirements between offices and worksites only during normal duty hours, and to transport enlisted personnel residing in troop billets to and from their place of duty. Authorized family members may ride the shuttle bus on a space-available basis. Mission-driven requirements include services that are requested by a senior mission commander (SMC) outside the established core and garrison-specific routes. Examples of these requirements include airport-shuttle bus service and transportation to vehicle-processing centers, training ranges, and exercises. These services will be provided only if resources are available. Units requesting these services must transfer funds to cover the cost of these missions to the 405th AFSB LRC BEFORE the mission is carried out.

➢14. MORALE, WELFARE, AND RECREATION BUS SERVICE. MWR bus service is appropriated-fund bus support for authorized MWR programs and activities that are defined as authorized to receive support under the provisions of AR 215-1. This service may be provided when the Garrison commander determines that failure to provide the service would have an adverse effect on morale.

➢ (a) TMP support of MWR youth sports activities is authorized if the commander determines that failure to provide the service would have an adverse effect on the morale of Soldiers and DOD civilians and providing this support would not adversely affect the mission. A copy of the support memorandum will be kept on file for 12 months at the TMP.

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One example of this type of support is providing bus transportation for youth sports teams to take part in tournaments in other communities. This bus service may be provided on a non-reimbursable basis for transportation of teams composed of personnel who are officially representing the installation in scheduled competitive events.

PERSONNEL THAT ARE AUTHORIZED TO USE NTVs

1. Official non-DOD (VIP) Visitors invited to take part in HQDA functions may be provided transportation between home or transient sites and the location of the visit. This NTV support extends to The Secretary of State Ministerial Visits, as well as the Conference of European Armies (CEA) missions that occur multiple times throughout the year.
2. First and foremost, the intent of group bus service is to meet the needs of unaccompanied garrison Soldiers to support established quality-of-life standards. Transportation is authorized to Enlisted Soldiers traveling between troop billets, places of duty, and dining facilities if the commander determines that the travel is incident to the performance of duty.

MIS-USE AND ABUSE OF NON-TACTICAL VEHICLES

➢. Commanders will not base a decision to authorize the use of an NTV on the grade or position of the incoming Soldier or civilian, or that of the sponsor.

➢2. Using an NTV to travel to or from commercial entertainment facilities (professional sports venues, amusement parks, concerts, and so forth) is NOT authorized.

➢3. Commanders will not authorize spouses to accompany their sponsors if the authorization would result in any of the following:

- ❖ (a) Additional cost to the Government.
- ❖ (b) Other official travelers would have to seek alternative modes of transportation.
- ❖ (c) A larger vehicle would be needed to accommodate the spouse.

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➢4. Commanders will not authorize the use of NTVs for the following after-hours and social functions:

- ❖ (a) Dining-outs and military balls.
- ❖ (b) Hail-and-farewell dinners.
- ❖ (c) Private or personal social functions (for example, office parties, promotion parties).

➢5.Government NTVs may not be used to transport personnel or supplies needed in support of unofficial functions.

➢ 6.Government vehicles can NOT be used to transport personnel or supplies needed for conducting personal business or supporting unofficial functions.

➢7. Pet transport (i.e., to from Vet Clinic, etc) alone is not justification to use an NTV. Pets may be transported in an NTV ONLY when an incoming Soldier, civilian, or family is being transported as authorized in AR 58-1. When transferring a pet, the animal will be kept in an adequate transport container. Sponsors using NTVs for pet transport will clean the vehicle after use to prevent health problems by future users.

➢8. Personnel deployed to support contingency operations are NOT authorized to drive an NTV to a separate location for personal comfort or a reason not related to health.

➢9. Shuttle Bus service outside of the core shuttle bus hours, Monday through Friday from 0600 to 1800 and on weekends, U.S. holidays, and training holidays, 0700 to 1700 or NOT AUTHORIZED unless approved by the Chief, LRC Operations Branch, HQ 405th AFSB.

➢10. MWR bus service will NOT be provided at the expense of mission needs. MWR-support needs do not justify requirements for additional vehicles. Buses (10-passenger or larger passenger-carrying vehicles) will not be acquired with appropriated funds if justified either partially or wholly for group-travel to support of MWR activities.

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

➢ 12. Official use of NTVs: Transportation will begin and end at the transported individual's normal place of duty, or other officially designated assembly area, but not a personal residence/domicile.

➢13. Restrictions: NTVs will not be used to transport personnel over all or any part of the route between their domiciles and places of duty or employment, unless specific prior authorization is received. Note: This does not, however, preclude movement of groups of enlisted soldiers between troop billets and duty areas
when the commander determines that such movement is incident to the performance of duty. Additionally, domicile-to-duty (D-T-D) transportation for certain groups of Army employees may be provided during public transit strikes, transportation stoppages, or emergency conditions. However, NTVs will not be used to transport Army personnel and their family members to, from, or between U. S. Government facilities or commercial establishments for the purpose of conducting personal business or engaging in other activities of a personal nature. For example, non-tactical vehicles will not be used to transport personnel or to pickup or deliver any items or supplies that are required for any unofficial functions or activities such as office coffee funds, office luncheons, and so forth

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PUNITIVE MEASURES FOR MIS-USE AND ABUSE OF NTVs:

If any of the guidelines for misuse and abuse of NTVs are violated, 405th AFSB TMPs are authorized to retain vehicle keys for vehicle in question, initiate an investigation and report findings to the LRC Operations Branch, HQ 405th AFSB. Punishment could result in heavy fines and ultimate separation from the government.

LEGAL RAMIFICATIONS ASSOCIATED WITH NTV USE:

Using unit commanders have final responsibility for ensuring that transportation requirements are met as authorized for official use and for military community programs. Commanders must also ensure compliance with the restrictions on the use of NTVs prescribed by AR 58-1, paragraph 2-4, Restrictions. When in doubt about the legality of NTV use, commanders should consult their local legal office before authorizing the use.