

U.S. Department of
Homeland Security

United States
Coast Guard



Motor Vehicle Manual

COMDTINST M11240.9C



Commandant
United States Coast Guard

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COMDTINST M11240.9C

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Subj: MOTOR VEHICLE MANUAL

1. PURPOSE. This Manual promulgates Coast Guard policies and procedures for management of motor vehicle services and assets.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure compliance with the provisions of this Manual. Internet Release Authorized.
3. DIRECTIVES AFFECTED. COMDTINST M11240.9B is canceled.
4. DISCUSSION. This Manual is a complete revision of the Motor Vehicle Manual and includes motor vehicle policy and procedures for both ashore and afloat units. Please direct any user comments or recommend any changes by writing via the chain of command to:
USCG Headquarters
Commandant (CG-441)
2100 Second Street, SW
Washington DC 20593-0001.
5. MAJOR CHANGES. Major changes published in this revision reflect the Coast Guard’s maximum use of e-business practices, Department of Homeland Security (DHS) Management Directives (MDs), and implementation of new database systems and government reporting systems and procedures. A summary of major changes are as follows:
 - a. Emergency Vehicles. Chapter 1 defines an emergency vehicle. This definition expands the scope of this category of vehicle. State motor vehicle laws mandate training for use of these vehicle (Emergency Vehicle Operator’s Course (EVOC)). Field units that require emergencies vehicle will need to address state driver training requirements using unit funds.

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NON-STANDARD DISTRIBUTION:

- b. Driver Qualifications. Chapter 2 is dedicated to driver qualifications. The OF-346, Government Operator's Permit, will be used to document Commanding Officer's authorization to drive government vehicles. An OF-346 is not necessary for general use vehicles. An OF-346 shall be used for medium duty and heavy duty vehicles, for vehicles with special purpose equipment such as snow plows and for vehicle/trailer combinations.
 - c. Vehicle Allowances. Vehicle allowance changes now require approval from program sponsors. Vehicle allowance requests require concurrence from Sector offices and approval from at least District level program sponsors. Unit vehicle allowance changes are any change in type or number of vehicles at a unit including upgrades and additional GSA Fleet Lease vehicles. This issue is addressed in Chapters 2 and 6.
 - d. Government license plate (tag) control and distribution. The Coast Guard (CG) has centralized purchase, distribution, and control of Department of Homeland Security tags. Field units shall order plates through regional Motor Fleet Managers (MFM). However, only Commandant (CG-441) is authorized to purchase and provide DHS tags for the CG. DHS tag serial numbers do not correspond to particular regions. In addition, DHS has different series numbers for vehicles and trailers. Vehicle plates are issued in sets of two (back and front). The plates have a five number serial number (DHS-XXXXX). Trailer plates are issued as one each and have four numbers and end with a "T" (DHS-XXXXT). Tags shall only be used on the proper asset type. This is addressed in Chapter 3.
 - e. Acquisitions other than Interagency Fleet Lease (GSA Fleet Lease). All vehicle purchases, commercial leases, and transfers into the CG (such as from DoD or General Services Administration (GSA) excess programs) require prior approval from COMDT (CG-441). This is addressed in Chapter 4.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined and incorporated.
7. FORMS/REPORTS. The United States Government Certificate to Obtain Title to a Vehicle, SF-97, is a controlled (serialize) form which is issued from USCG HQ, Property Management Office, Commandant (CG-842). U.S. Government Motor Vehicle Operator's Identification Card, OF-346, and Requisition and Invoice/Shipping Document, DD-1149, can be found in the USCG Adobe Forms library.

/s/

D. G. GABEL
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Engineering and Logistics

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Chapter 1 - General

A. Purpose

1. This manual prescribes policies, responsibilities and procedural requirements for implementing Government-wide regulations pertaining to official use and management of Coast Guard (CG) owned, leased and rental motor vehicles, including use for Home-To-Work (HTW) transportation. These policies and procedures are mandatory for CG units. Where conflicts exist between this manual and other CG publications, the provisions of this manual will take precedence.
2. Provisions of this manual apply to the use of Government motor vehicles by CG employees or contractors, whether or not the transportation is provided by Government drivers or chauffeurs. Except as specifically noted, **this manual does not apply to** (1) the use of Government passenger vehicles in conjunction with official travel, including Temporary Assigned Duty (TAD) away from place of employment, or (2) the use of Private Motor Vehicles (PMV). Regulations covering the use of Government passenger vehicles for TAD assignments away from the place of employment are contained in the Joint Federal Travel Regulation (JFTR), Chapter 3.

B. Authority/References

1. Procurement:
 - a. Public Law 99-272 (Title XV, Subtitle C, Motor Vehicles Expenditure Control (series)
 - b. Financial Resource Management Manual (FRRM), COMDTINST M7100.3 (series).
 - c. Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13 (series).
2. Home-To-Work:
 - a. 31 U.S.C. 1344.
 - b. 41 FMR Part 102-5.
 - c. 26 U.S.C. 61 and 132 (f).
 - d. 26 CFR 1.61-21; 26 CFR 1.132-5; 26 CFR 1.132-6; and 26 CFR 1-132-
 - e. Department of Homeland Security Management Directive (MD) 0530
3. Fleet Management:
 - a. 41 FMR 102-34
 - b. 41 FPMR 101-39
 - c. DHS MD 0510
 - d. DHS MD 0520

4. Temporary Duty Assignment (TAD) travel:
 - a. Joint Federal Travel Regulation (JFTR)

C. Definitions

1. Administrative Vehicle. A vehicle used to facilitate administrative transportation of personnel. This includes, but is not limited to, attending meetings and other routine transportation that does not require special equipment.
2. Alternative Fuel. Automotive fuels that are an alternative to petroleum gasoline and diesel. Fuels in this category include, but are not limited to, electric, Natural Gas (normally Compressed Natural Gas (CNG)), biodiesel, 85% ethanol (E85), and propane.
3. Alternative Fuel Vehicles (AFV). Vehicles that are able to operate on fuel other than gasoline and diesel. Configurations include dedicated AFV, flex-fuel vehicles and bi-fuel vehicles. A percentage of the vehicles acquired each year by the federal government are required to be AFV by the Energy Policy Act (EPACT) and Executive Order (EO) 13149.
4. Commercial Type Vehicle. Commercial trucks are vehicles that have Gross Vehicle Weight Rating (GVWR) of more than 26,000 lbs or passenger capacity of more than 15 people (including the driver). This includes, but is not limited to, tractor type trucks, truck/trailer combinations above 26,000 lbs, buses, some delivery trucks, etc. State laws require professional civilian drivers and civilian federal employees to have a current Commercial Drivers License (CDL) or permit to drive commercial vehicles as described by state vehicle laws.
5. Emergency Situation. An emergency situation is defined as a situation where delay will result in death, grievous injury, or additional catastrophic property or environmental damage.
6. Emergency Vehicle. Any vehicle equipped with emergency lights and audible devices to enable a vehicle to negotiate traffic and respond to an emergency situation. Emergency vehicles include, but are not limited to, fire and rescue trucks, ambulances, law enforcement vehicles, Federal Protective Service and Coast Guard Investigative Services vehicles, Commandant Staff vehicles, and response vehicles.
7. General Purpose Vehicles. A motor vehicle with a Gross Vehicle Weight Rating (GVWR) for less than 8,501 pounds. Motor Vehicles above 8,500 pound GVWR shall be considered Special Purpose Motorized Equipment (SPME).
8. Low Speed Vehicle (LSV). A category of vehicles that are “street legal” on roads with speed limits less than 35 miles per hour as describe by 49 CFR Part 571, also known as Neighborhood Electric Vehicles (NEV). LSVs require license plates.
9. Motor Pool Manager. The CO of a unit that manages vehicles for one or more CG units (OPFACs). The responsibility is normally delegated and is sometimes a full time staff position.
10. Motor Vehicle. Any vehicle, self propelled or drawn by mechanical power, designed and operated principally, but not exclusively, for highway transportation of property or

passengers, but does not include a military designed motor vehicles (such as tanks) or vehicles not covered by 41 FMR 102-34.

11. Operational Vehicle. A vehicle specially equipped or otherwise dedicated to perform mission essential transportation. This includes, but is not limited to, pollution response, use of vehicle/trailer combinations, Search and Rescue, Aids To Navigation Maintenance, terrorist response, etc.
12. Passenger Vehicles. Passenger vehicles are sedans, station wagons, Sport Utility Vehicles (SUV), any passenger van (vans equipped with seating for more than 2 individuals), buses and ambulances and include any law enforcement vehicle as described above. **Note: passenger vehicles have additional procurement restrictions.**
13. Purchase of Passenger Vehicles. According to law, Purchase of Passenger Vehicles as referenced in the annual CG Appropriations Bill includes any method of acquisition that results in CG ownership of a vehicle; including (1) buying (purchase), (2) commercial lease and (3) transfer into inventory from another source (such as GSA excess, Defense Reutilization Management Office (DRMO) or any other source outside the CG.
14. Regional Motor Fleet Managers (MFM). Personnel/offices located at Maintenance and Logistics Center (MLC), Integrated Support Commands (ISC) and some Headquarters Units responsible for regional vehicle management and reporting directly to Commandant (CG-441).
15. Special Purpose Motorized Equipment (SPME). Any commercially manufactured self-propelled motorized equipment designated for a special purpose. SPME include, but are not limited to, cranes, derricks, garbage trucks, fuel trucks, vacuum trucks, snowplows, road graders, tractors, bulldozers, graders, back hoes, lawn tractors, high mobility multipurpose wheeled vehicles (HMMWVs), all-terrain vehicles (ATV), modified golf carts, Cushmans, Gators, snow blowers, snow graders, material handling equipment, boat and travel lifts, fork lifts, as well as general purpose motor vehicles which have undergone permanent or major modification which would preclude further economical use as a general purpose vehicle. In addition, motor vehicles above 8,500 pound Gross Vehicle Weight Rating (GVWR) shall be considered SPME. SPME that are registered and licensed to operate on Federal, State and city roadways are considered motor vehicles and are subject to the provisions of this manual. All SPME not designed for roadway use, are considered industrial and construction equipment, and are subject to the provisions of Chapter 11 of Safety and Environmental Health Manual, COMDTINST M5100.47 (series).
16. Trailers. Non-motorized equipment with wheels designed to be pulled over public roadways by motor vehicles. CG policies regarding motor vehicles also apply to trailers that are designed to operate on public roadways. Trailers are considered part of the CG motor vehicle inventory and must be reported and managed accordingly. Gross Vehicle Weight Rating (GVWR) is a critical parameter in proper operation of trailers and must be recorded in inventory records. Units must perform a trailer matching check using guidelines in Appendix B of this manual to ensure the tow vehicle is rated above the GVWR of the trailer.

17. Vehicle Allowance List. A vehicle allowance list outlines the vehicle capability required by a unit to accomplish its assigned CG missions. This includes both administrative use motor vehicles and vehicles/trailers required for specific missions. Vehicle Allowance Lists shall reflect current fiscal year requirements and projections for the next 3 fiscal years. Motor pools will consider economy of scale in servicing customer units. For example, two or more units requiring similar capabilities, part-time, should be serviced by one vehicle providing required readiness is not a limiting factor. The Vehicle Allowance List shall include trailer requirements.
18. Vehicle Inventory List. This is the official unit inventory of vehicles and trailers which must be kept current in the vehicle module of the CG central database known as Oracle Financials and Core Accounting System (CAS). Only regional MFM have access to the vehicle module of CAS. This list summarizes those vehicles currently assigned to units serviced by the local motor pool. This includes vehicles in remote locations or assigned to dedicated operations (such as trucks kept separate for Search and Rescue (SAR) response). The Vehicle Inventory List shall also include a trailer inventory.

D. Responsibilities

1. Headquarters.

- a. Commandant (CG-44) will provide overall program management for the CG motor vehicle program, to ensure federal law, policy, procedures, and guidelines are adhered to by performance of the following activities:
 - (1) Plan, direct, coordinate and periodically evaluate the agency-wide motor fleet program.
 - (2) Develop general guidelines for the acquisition, utilization and disposal of motor vehicles.
 - (3) Establish necessary reporting procedures to determine the efficiency and economy of the CG motor vehicle operation. Recommend or effect actions as may be required to ensure the maximum utilization of motor vehicles, related manpower and funds.
 - (4) Consolidate and defend budget estimates for all direct costs in connection with the CG motor vehicle program.
 - (5) Coordinate maintenance of the motor vehicle module of the Coast Guard property database to monitor motor vehicle inventories, utilization, and justifications. Refer to Chapter 8 for specifics concerning the motor vehicle database.
 - (6) Provide guidelines for inventory management and logistic support.
 - (7) Establish general guidelines with regard to vehicle operator qualification; establish licensing procedures and use of OF-346, Government Vehicle Operator's Permit.
- b. Commandant (GG-832) will coordinate funding for the Alternative Fuel Vehicle Program through the Facilities Energy Efficiency Fund (FEEF).

- c. Commandant (CG-842) will publish guidelines for property accountability, including vehicles.
 - d. Commandant (G-L) will provide legal interpretations of vehicle regulations and deny, settle, or approve payment of claims arising from the use of CG owned or leased vehicles in accordance with the delegation of authority contained in the Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series).
 - e. Commandant (CG-1132) will develop a program for the surveillance and analysis of motor vehicle mishaps, identify unsafe driver practices, and recommend corrective action as necessary. Commandant (CG-1132) will also:
 - (1) Develop standards for the safe operation of motor vehicles.
 - (2) Develop standards to support the acquisition of fire emergency/rescue vehicles.
 - (3) Develop standards for the selection of qualified motor vehicle operators to reduce personnel injury and property damage.
 - (4) Manage operator qualification program for SPME not intended for roadway use.
2. Area and District Program Directors and Program Managers shall, in collaboration with Commandant (CG-44), develop criteria for establishment of vehicle allowances and vehicle types based upon mission requirements and GSA standards. Advise units of new program initiatives which necessitate an adjustment to vehicle allowances for activities under their program.
3. Field.
- a. MLC Commanders, Integrated Support Commands (ISCs) and Commanding Officers of Headquarters units shall:
 - (1) Implement and execute HQ policy as well as exercise general management control over the motor vehicle program within their Area of Responsibility (AOR).
 - (2) Determine current and projected needs for vehicles based upon Program Managers recommendations and unit input.
 - (3) Coordinate vehicle acquisitions within AOR in accordance with this policy. Ensure units are informed of annual GSA Fleet Lease replacement schedules and that replacement vehicles reflect unit needs based on unit vehicle allowances.
 - (4) Evaluate, analyze and interpret vehicle cost data and prepare periodic and special financial management reports for Commandant (CG-44).
 - (5) Ensure the official CG inventory system accounting for motor vehicles and trailers owned and managed by the CG is maintained and updated at least monthly.
 - (6) Provide guidance in establishment of motor pools for co-located unit within their AOR.

b. Unit Commanding Officers shall:

- (1) Cooperate with Co-located units to establish motor pools to ensure proper management control and use of government vehicles.
- (2) Ensure that a unit Motor Vehicle Safety Plan is established, in accordance with Safety And Environmental Health Manual, COMDTINST M5100.47 (series).
- (3) Review unit driver's training requirements in the Unit Motor Vehicle Safety Plan.
- (4) Ensure that damage to government vehicles (mishaps) is reported in accordance with mishap classifications established in Safety and Environmental Health Manual, COMDTINST M5100.47 (series).
- (5) Appoint unit vehicle managers or local motor pool managers to maintain vehicle and driver records, establish local driver training requirements and conduct reviews to ensure proper vehicle support. This includes maintaining the vehicle allowance list (see Chapter 1 Section D of this manual).
- (6) Establish and maintain fleet management records to document proper utilization of assigned vehicles, including CG owned, GSA Fleet Lease and commercially leased vehicles.
- (7) Ensure that data included on vehicle reports is current and accurate. Report changes to the vehicle and trailer inventory to regional Motor Fleet Manager within 15 days of acquisition (including transfers within CG). Conduct an independent physical inventory of all vehicles and trailer no later than July 1 annually. Reconcile the count with motor vehicle records, determining responsibility for missing vehicles, and recommend disciplinary action as appropriate.
- (8) Ensure that keys and credit cards are afforded an adequate degree of protection both during and after working hours.
- (9) Ensure that vehicles are used only for official purposes.
- (10) Conduct or aid in conducting periodic evaluations of program performance and effectiveness.
- (11) Develop and carry out training plans for SPME operators and manage training as required by specific program managers. SPME includes truck/trailer combinations and other equipment that employees will usually not be experienced in handling prior to employment.
- (12) Supervise and conduct the licensing of SPME operators within the unit. Licensing should be based upon test results and/or verification of qualification or testing in accordance with driver licensing procedures prescribed by Federal and State standards.
- (13) Ensure that only qualified operators are authorized to operate motor vehicles and SPME.

- (14) Establish and maintain records of cost data for acquiring, operating, and maintaining all vehicles under their cognizance.
- (15) Evaluate, analyze and interpret vehicle cost data and prepare reports at least annually for program managers and regional MFM.

c. Motor Vehicle Operators Shall:

- (1) Complete appropriate training and be issued on OF-346, as required, prior to operating motor vehicles and SPME.
- (2) Inform motor pool or unit vehicle manager of any legal restriction to driving such as loss of state driver's license.
- (3) Review unit driver's training requirements in the Unit Motor Vehicle Safety Plan. Request training for any vehicle you are required to operate if required. This includes formal and informal training.
- (4) Operate vehicles in a safe and prudent and professional manner. This includes performing a pre-trip check list on vehicles and trailers, samples of which are shown in Appendices B and C of this manual.
- (5) Ensure all vehicles are in safe and operable condition.
- (6) Report vehicles that are in unsafe operating condition to unit/motor pool manager.
- (7) Comply with all applicable municipal, state, and Federal motor vehicle regulations.
- (8) Ensure that vehicles and their contents are properly secured when they are left unattended.
- (9) Promptly report accidents and/or mishaps to their immediate supervisor and the motor pool or unit vehicle manager.

E. Policy

1. General.

- a. Acquisition. Vehicles and trailers shall be acquired, operated and disposed of in accordance with federal laws, regulation and Coast Guard policies including policies here in. Units acquiring vehicles through GSA Fleet lease shall comply with all GSA Fleet Lease policies with regards to use, maintenance and management of vehicles. Copies of GSA Fleet Lease policies can be requested through local GSA offices. All new vehicles shall be purchased through GSA Automotive Division unless a waiver is granted by GSA for open market purchase. Acquisition of passenger vehicles by means other than GSA Fleet Lease requires Commandant (CG-441) approval prior to initiation of procurement procedures.
- b. Use, Maintenance and Report. Vehicle use, maintenance, and reporting shall be in accordance with this policy.

- c. Operators. All operators of motor vehicles and trailers owned and/or managed by the CG shall have a valid state driver's license. An OF-346, U.S. Government Motor Vehicle Operator's Identification Card, shall be issued (as specified in this manual) as command authorization that a member may drive vehicles and vehicle-trailer combinations requiring special skills and experience. Operators shall report any motor vehicle accident/mishap and/or damage to vehicles and trailers, and loss of license plates, as soon as possible to motor pool managers and their supervisor.
- d. Management. Management of vehicles and trailers shall be in accordance with the policies and procedures in this manual.
 - (1) Motor pool managers shall review unit driver's training requirements in the Unit Motor Vehicle Safety Plan and ensure an individual has a valid state driver's license and the proper authorization, as documented on an OF-346, for the vehicle requested prior to issuing keys to an individual.
 - (2) Individuals shall not be allowed to drive a vehicle to and from their residence without proper HTW authority (addressed in Chapter 5 of this manual).
 - (3) All motor vehicles and trailers shall have preventive maintenance performed when required by the vehicle manufactures recommendation, GSA Fleet Lease Management Offices or CG policy.
 - (4) Vehicle modifications, including but not limited to, installation of emergency lights, audible signals/sirens, truck caps, branding (markings), tire upgrades, etc., must be approved by the CG regional MFM. CG regional MFM shall coordinate modification requests with GSA Fleet management or HQ as necessary.
 - (5) Vehicle accidents (mishaps) and damage must be reported as soon as possible in accordance with Chapter 6 of this manual. Safety mishap reports must be entered into the E-Mishap database in accordance with Safety and Environmental Health Manual, COMDTINST M5100.47 (series).
 - (6) All GSA Form 2652, Report of Extra Charges, shall be reported to CG Finance Center (FINCEN).

F. Penalty for Misuse

- 1. General. Government vehicles are highly visible to the public and therefore congress has enacted legislation and regulations restricting purchasing and use of government vehicles to demonstrate to the public that they are good stewards of government property. Commandant (CG-44) shall be consulted prior to vehicle purchases, commercial lease of vehicles (greater than 59 days) and acquisition from sources such as GSA excess, DRMO, or donations.
- 2. Penalties for Unofficial Use. Official use of government vehicles will be addressed in a later chapter. The most frequent misuse of government vehicles include; (1) HTW use without authority, (2) speeding and reckless driving, and (3) personal use. Misuse of a government vehicle is the only administrative violation that carries mandatory penalties by law. Penalties range from 30-days suspension (without pay) to dismissal from federal employment.

- a. CG Employees: Civilian employees (other than uniformed military personnel) who willfully use or authorize the use of any Government motor vehicle for other than official purposes are subject to suspension for at least one month and up to removal by the head of the agency. Furthermore, an employee may be held personally liable for expenses incurred through his or her unauthorized use of a government motor vehicle including accident damage to personal and government property.
 - b. Military Personnel: Military members are subject to disciplinary action for unofficial use of government motor vehicles in accordance with the provisions of the Uniform Code of Military Justice (UCMJ).
 - c. Contract Personnel: COTR shall ensure that motor pools are advised of contracts involving the use of Government motor vehicles.
3. Procurement violations. GSA Automotive Division is the only federal entity authorized to procure new government vehicles. GSA may issue waivers to another government agency to procure vehicles through open market contacts if deemed in the best interest of the government. In addition, purchase of passenger vehicles (including commercial leasing) is authorized by an agency's annual Appropriations Bill. Purchases above the limit of the Appropriations Bill is considered an Anti-Deficiency Act (ADA) violation and could result in loss of purchase authority of employees involved and possible reimbursement of funds by the employee to the federal government.
 4. Traffic Violations/Fines. By law, an agency can not use government funds to pay any fines for traffic violations regardless the circumstances. Mileage (driver) logs must be maintained to enable motor pool managers to determine driver responsibility if electronic tickets are received. This includes short term rental vehicles (rental agreements for less than 60 days) as well as government owned and managed vehicles.

Chapter 2 - Qualifications

A. Logistics, Motor Fleet Management

1. Fleet management is a recognized logistics discipline that requires managers to make available the right vehicles (capability), at the right time and location at the right cost. It is the responsibility of employees involved in fleet management to ensure the information and guidance they supply the field is as accurate and current as possible. All employees involved in fleet and vehicle management are encouraged to complete the Federal Government Fleet Management Certification Program sponsored by a collaborative effort of government agencies at <http://knownet.hhs.gov/log/DeskRef/desk.htm>. In addition, the Federal Fleet Management Committee (FEDFLEET) organization has combined with Interagency Motor Equipment Advisory Committee (IMEAC) to provide regional interagency exchange of ideas and annual national conferences to enhance the ability of federal fleet managers.

B. State Requirements for Operators

1. State License Requirement. At minimum, every operator of a Coast Guard managed vehicle shall have a valid state driver's license. For military members, some state licenses are valid as long as the member is in the military, regardless of the expiration date. No employee shall be authorized to drive a government vehicle while his/her state license or driving privileges have been suspended or revoked. A U.S. Government Motor Vehicle Operator's Identification Card (OF-346) is not required for operating general purpose vehicles unless the vehicle is equipped as an emergency vehicle, the vehicle is used for hauling a trailer, or the CO of the unit requires driver safety training should be conducted and requires the OF-346 as documentation of completion.
2. Revoking of Driving Privileges. Military and civilian personnel shall not be authorized to operate a government or other vehicle on government business or operate a vehicle on a government facility during periods of suspension or revocation of an operator's license required by the State, Federal, host country, civil court, or administrative office. Personnel receiving license suspension shall notify their supervisor of any such action. Commanding officers may revoke an employee's privilege to operate any or all government motor vehicles whenever they question the employee's ability to operate a vehicle safely.

C. Operators of Truck Trailer Combinations

1. Towing a Government Trailer (less than 26,000 lbs GVCWR). Training and authorization is required prior to allowing an employee to operate a government vehicle while towing a trailer. No member shall be allowed to operate a government vehicle-trailer combination until that member has: completed specified training, completed Performance Qualification Standards (PQS) for Trailers, demonstrated proficiency operating this combination of vehicles, and received authorization from the command, as documented on the OF-346.

D. Operators of Emergency Vehicles

1. Operator Qualifications for Emergency Vehicles. Operators shall not operate an emergency vehicle until they have been trained, certified by their command, and issued an OF-346. Operators training shall include, at a minimum, a formal EVOC training course incorporating the following: applicable laws covering legal aspects of emergency driving, responsibilities of drivers when operating an emergency vehicle while engaged in non-emergency driving, hands-on practice in collision avoidance and evasive techniques, and operator's inspection and primary preventive maintenance responsibilities. Emergency vehicle operation incorporated in specific career field training is recognized by the CG as appropriate EVOC training for that application. Law enforcement personnel with career training that includes federal EVOC training must also familiarize themselves with state and local laws. For other missions requiring emergency vehicle operation, CG personnel shall attend EVOC training and follow any additional guidelines that may be provided by their command, Headquarters program managers, or MLC(kse) staffs.
2. Emergency Vehicle Driver Certification. Unit COs or their designated vehicle training coordinator shall ensure that each employee has a valid state driver's license, good driving record and has attended appropriate EVOC training prior to issuing an OF-346. The OF-346 shall list any and all of the vehicles the employee is authorized to drive by type. EVOC training is the minimum requirement for Emergency Vehicle Driver Certification. If additional experience is required, the vehicle training coordinator shall issue an OF-346 with "PERMIT" written across the face. After unit On-the-Job Training (OJT) is completed, the permit can be replaced with a permanent OF-346 form. Copies of unit OJT requirements shall be kept with unit vehicle documentation. The unit vehicle manager shall maintain a list of unit emergency vehicles and ensure a driver is authorized to drive a unit emergency vehicle prior to issuing keys. Each unit is responsible for authorization to operate emergency vehicles only for their unit. Upon transferring into a new unit, personnel require authorization from the unit commander. Prior certification may be used as documentation if recognized by the current state.
3. Training & Authorization. After a CG employee has attended appropriate EVOC training, unit commanders may authorize the unit vehicle manager to issue an OF-346 and/or update the employee's OF-346 to include emergency vehicle driver authorization. Only drivers with OF-346 permits as annotated above are eligible to drive a CG emergency vehicle. Drivers with less than 20 hours of experience should only drive an emergency vehicle while accompanied by another qualified EVOC driver.

E. Operators of Commercial Grade Trucks and Equipment

1. Commercial Driver's License (CDL). A CDL is a type of state license required by federal regulations for drivers of commercial vehicles such as, busses, taxis and trucks with Gross Vehicle Combined Weight Rating (GVCWR) of 26,000 pounds or more. Civilian employees require a state CDL to drive government vehicles that meet the state standards for their duty location. The state license is required whether or not the employee's normal duties do not require the truck to be driven off the government installation. This includes any additional certifications such as transportation of hazardous materials endorsement (HAZMAT Stamps) if the employee is driving

hazardous materials. Federal regulations do not require a state issued CDL for military members of the Coast Guard. However, military members shall be trained and certified to the equivalent level that a state licensing evaluator requires for a CDL in the state in which he/she is stationed. COs may opt, after training, to require military members get a state CDL. Training may be conducted in-house or by attending a civilian or other military service training program for the appropriate vehicle type. After successfully completing CDL equivalent training the unit designee may conduct a records review and issue an OF-346 that reflects the type of vehicle or equipment the employee is qualified to drive. All employees shall obtain an OF-346 in addition to the state CDL as the CO's permission to operate a commercially rated vehicle on the installation.

F. Operators of Miscellaneous SPME

1. Special Purpose Motorized Equipment (SPME) Training Requirements. All SPME operators must be issued an OF-346 by their command prior to being released by the command to operate any SPME. An OF-346 shall be issued only after the operator has completed appropriate training, and has demonstrated proficiency in the operation of that SPME to a command designated certifying official. Depending on the SPME, examples of appropriate training may include, but is not limited to, training by the SPME manufacturer, on-the-job training, completion of Personal Qualification Standards (PQS), Coast Guard resident or correspondence course/training, unit-level training based on manufacturer operating manuals, video or computer based training, and/or "check rides." MLC (kse) staffs can assist in the development of training programs. Completion of training and verification that operators have demonstrated proficiency shall be documented by the command by the issuance of the OF-346, a copy of which shall be placed in the member's training record. The OF-346 shall list all of the SPME that the member is authorized to drive by type/model. Personnel who have already demonstrated proficiency, can, at the Command's discretion, be issued OF-346s retroactively. Copies of unit SPME training requirements shall be kept with unit SPME documentation. Commands are strongly encouraged to also maintain a unit level tracking system that details all unit personnel authorized to operate unit SPME. The unit Vehicle Manager shall maintain a list of SPME and ensure an operator is authorized to operate the SPME prior to issuing keys and/or authorizing its use. Each unit is responsible for authorization to operate SPME for their unit. Upon transferring into a new unit, personnel require authorization from the new unit commander. However, prior certification may be used as documentation unless additional state requirements apply regarding SPME operation, in which case familiarization with those requirements will be required.
2. Special Equipment Installed on Vehicles. Unit COs shall institute a program to qualify and authorize personnel to drive trucks with special equipment such as fuel trucks, fire trucks, garbage trucks, snow removal equipment etc. Employee's OF-346 shall be updated to include any equipment the employee is authorized to use. Vehicle modifications shall be reported on unit allowance list. The same OF-346 can be used to authorize personnel to use any SPME including forklifts, All Terrain Vehicles (ATV), snowmobiles, etc. Safety and Environmental Health Manual, COMDTINST M5100.47 (series), Chapter 10, managed by Commandant (CG-1132), provides guidance regarding training, qualification and use of off-road SPME.

G. Transportation of HAZMAT

1. General. Transportation of Hazardous Material (HAZMAT) is covered under 49 CFR Part 172. The driver of a government vehicle transporting HAZMAT as addressed in 49 CFR is a HAZMAT employee. Transporting of some types and quantities of HAZMAT requires commercial drivers to have additional state HAZMAT certification. CG employees (military and civilian) are required to have the same certifications as commercial drivers prior to transporting the types and quantities stipulated in state law.
2. Training. 49 CFR Part 172 outlines minimum HAZMAT awareness training for HAZMAT employees which includes functional specific training (in this case driver training). HAZMAT employee awareness training is required every 3 years. The 49 CFR Sections 702 and 704 outlines the training and testing requirements for HAZMAT awareness training. This is the same type of training required for transportation workers and warehouse employees not specifically involved in packaging and labeling of HAZMAT shipments. Awareness training can be conducted by CG personnel versed in transportation of HAZMAT, such as a Transportation Officer who has attended military HAZMAT transportation training. This is not the 2-week transportation of HAZMAT training required for Transportation of Freight Officers (TO).
3. Transportation of HAZMAT. All civilian employees and contract drivers required to transport HAZMAT for the CG shall have commercial state driver's license with a HAZMAT endorsement for the type and quantity of materials being transported. This includes transportation on a government installation and property other than public highways.
4. Documentation. After completion of appropriate HAZMAT training, CG employees, military and civilian, required to transport HAZMAT shall be issued an OF-346.

H. Issuing Operator's Permits

1. General. The CG forms library has an adobe file for the OF-346. The procedure for issuing an OF-346 is:
 - a. CO designates a vehicle manager authorized to determine the qualification of drivers. Qualifications can be determined either by unit testing or review of documentation such as training certificates or state issued drivers license. Issuing an OF 346 is at the discretion of the unit CO. If the employee has a questionable driving record, it would be prudent not to issue an OF-346.
 - b. Review documentation of training/qualifications of the person for the special type of vehicle (including emergency vehicles).
 - c. Ensure the employee has a valid state driver's license. (Some states allow expired drivers license to be valid for military members with a current military ID).
 - d. Depending on the special requirements of the vehicle, the Vehicle Manager may want to issue a "Permit" OF-346. Stamping or printing "PERMIT" on an OF-346 would allow the employee to drive the SPME only if a qualified driver is in the vehicle. A

new OF-346 without "PERMIT" is issued after a set number of hours of road experience (determined by the unit).

- e. The unit Vehicle Manager should revoke the OF-346 if the employee demonstrates poor driving skills for the vehicle(s) he/she is authorized to operate.
- f. OF-346 is issued by the unit. The unit can use a previously issued OF-346 as documentation of qualification. However, EVOC training varies from state to state and each Emergency Vehicle Operator must attend a state recognized training course unless the state will recognize training given in other states or federal programs.

I. Large Vehicles Not Requiring Issuance of An Operator's Permit (OF-346)

1. Large Vehicles. Larger vehicles such as full size pickup trucks and 15 passenger vans have unique handling characteristics. Larger vehicles under the state commercial vehicle weight limit do not require an additional state license to operate. However, motor pool managers shall ensure an employee understands the implications of longer wheel bases and higher center of gravity prior to allowing a person to drive a vehicle with which he/she may not be familiar. Occupational Safety and Health Administration (OSHA) has a number of familiarization job aides for vehicles such as 15-passenger vans available through MLC Safety and Environmental Health Branches (MLC(kse)). Also, consult Safety and Environmental Health Manual, COMDTINST M5100.47 (series), for additional information.

J. Defensive Driver Safety Course

1. In accordance with Safety and Environmental Health Manual, COMDTINST M5100.47 (series), military and civilian members who have been convicted of serious moving violations (e.g., speeding, reckless driving, driving under the influence) or have been involved in a serious traffic mishap while operating a government motor vehicle, shall be required to complete a Driver Improvement Course as a condition of continued authorized use of a government motor vehicle onboard a CG facility or while on authorized travel. There are commercial products available through the internet that provides defensive driving awareness. These courses have proven effective in reducing severity and frequency of accidents. Small investments in this type of program can result in extreme cost avoidance and increased readiness. DOD has been aggressively organizing this type of training for their employees. Units may contact MLC(kse) staffs for assistance in obtaining National Safety Council and America Automobile Association Driver Improvement Courses. Units that voluntarily enroll in these programs must support training cost through unit funds.

Chapter 3 - Administration

A. Official Use

1. General. This chapter provides detailed guidance regarding the administration of Coast Guard managed government motor vehicles supported with appropriated funds. The federal fleet has been established as an economical means to support government business activities. The optimal fleet size is not designed to cover 100% of official government travel. Some operational missions require mission readiness status that requires vehicles and SPME to be available continuously. These vehicles tend to have low usage and require justification as mission essential vehicles. Administrative use vehicles required for transportation such as attending meetings shall be justified on the bases of mileage and/or frequency of trips. For example, an administrative vehicle used less than 600 miles per month should be considered excess to a unit's needs without additional justification. Ideally, administrative vehicles should be rotated so each is used approximately 1,000 miles per month. Alternatives to administrative vehicles are use of mass transit and employee's PMV. Records of reimbursement for PMV use (local travel claims) should be monitored and used as justification of increase of vehicle allowance based on cost avoidance. All GMVs are considered part of a motor pool and shall be managed by the motor pool manager. This will provide an independent check on official use, control of keys and credit cards, and ensure scheduled maintenance is preformed.
2. Authorized Use. Government motor vehicles operated by employees or contractors shall be used for official purposes only. This includes transportation of government employees, documents, equipment, or supplies. Employees or contractors shall not authorize others to use Government motor vehicles for other than official purposes. Each employee or contractor is responsible for his or her own transportation to the work place. Employees entrusted with government owned or leased motor vehicles are responsible for the proper care, operation, maintenance and protection of vehicles entrusted to them. Units are responsible for control and use of assigned vehicles at all times. Use of government vehicles for other than direct accomplishment of CG missions may be authorized if mission readiness is not compromised and risk of loss or damage is minimum. This includes support of non-mission related programs such as:
 - a. Official Functions. Transportation of military and civilian personnel may be provided to and from official functions (including those which occur in the evening) provided that such transportation begins and ends at the work place or other official duty stations. Under no circumstances would it be appropriate to use the government vehicle to pick up or return a passenger, other than the Commandant, at or to a place other than a work place. This application of government vehicle use is unusual and should be discouraged.
 - b. Use of GMV while on Temporary Duty (TAD) Orders. Employees may use GMVs for TAD travel. Decision to allow this use is based on availability, economic feasibility, and unit Standard Operating Procedures (SOP). Employees may park the GMV at their residence in conjunction with TAD travel provided it is necessary for the safe completion of the Coast Guard mission, not for the convenience of the employee. The GMV cannot be used for any local trips and the employee cannot

- make any unofficial stops in route. Anytime a GMV is parked at an employee's residence mileage records shall be noted with the authorized dates and TAD order number. While deployed on TAD, use of the GMV is governed by the Joint Federal Travel Regulation (JFTR) and Coast Guard travel policies. The use of the GMV is considered financial support of a TAD and therefore not authorized for use on Permissive TAD orders. Blanket TAD orders with no specific destination shall not be used as a substitute for HTW authorization.
- c. Use of GMV other than mission related. Limited support for non-mission related programs is permitted provided that operational readiness does not suffer. Vehicles are justified and acquired on operational support requirements. Transportation of non-government employee's is not authorized except for guest speakers at official CG functions and other official guests. Prior to using a government vehicle for a non-mission related activity, consult the servicing Legal Office (claims and general law).
 - d. Public Ceremonies. Transportation may be provided for civilian and military personnel participating in or attending official public ceremonies, parades and other events that promote Coast Guard relations with the public. All safety protocols shall be observed including the use of a spotter while towing a trailer.
 - e. Transportation of Spouse. Transportation of an employee and spouse together from the duty location (office) to an official function to which spouses were invited in a government vehicle is permissible. The vehicle may also be used for transporting an employee and spouse together on the return trip to the office of the employee. Under no circumstances, other than in conjunction with travel orders, would it be appropriate to use the government vehicle to pick up or return people to home or place other than the office with the exception of the Commandant and the spouse of the Commandant, by virtue of the Commandant's Home-To-Work (HTW) authority. The spouse of the Commandant may be transported in a government vehicle when proceeding independently to or from an official function that the Commandant is scheduled to attend when the spouse's presence at the function is in the best interest of the government and exceptional circumstances have made it impractical or impossible for the Commandant to accompany the spouse en route.
 - f. Government Contractor: Use of GMVs by government contractors depends on the terms and conditions of each contract. Specific language must be included in a contract that obligates the government to provide official government business transportation for the contract personnel. If the government is obligated to provide transportation, contract personnel may have use of the government vehicle if it is in the best interest of the government considering cost and risk assessment.
3. Unauthorized Use. Unauthorized use of government vehicles includes use for non-duty related purposes, unauthorized side-trips while on official business and transportation of civilians not on government business including family members of employees. Unauthorized use includes, but is not limited to:
- a. Luncheon and Office functions. Use of the government vehicle is not authorized for such informal gatherings as luncheons and "send off" functions.
 - b. Transportation of Nonofficial Passengers. This creates the possibility of tort claims

and public criticism and shall be discouraged. Any such transportation must be without expense to the Government and must not result in the delay of Government business by the taking of circuitous routes.

- c. Permissive TAD Travel. The government is not obligated to provide transportation for members on Permissive TAD Orders. Therefore, use of government vehicles is not authorized.
 - d. Hitch-hikers. Picking up hitch-hikers or otherwise giving rides to strangers is prohibited when operating a Government motor vehicle.
4. Approval of Use of Government Motor Vehicles. MLC Commanders, ISCs and local COs, COs of Headquarters Units, and their designated representative are authorized to approve the use of Government owned vehicles for official purpose.

B. Pooling and Dispatching

1. Motor Pools. Pooling of administrative use motor vehicles is a proven and effective means of reducing fuel consumption. Motor pool management eliminates duplication of effort and minimizes vehicle misuse such as unauthorized HTW usage. In addition, it reduces administrative burden and promotes expertise in personnel thereby reducing confusion when communication with entities such as GSA Fleet Lease and to ensure acquisition of vehicles and services are accomplished legally, efficiently and at the lowest cost. CG campuses with established motor pools shall manage vehicles for all co-located units. Every location that has co-located units is responsible for evaluating, at least annually, the feasibility of creating a motor pool or including additional local units. This evaluation should not be an in depth analysis, but rather a simple survey to ensure all vehicles at a location are required and being used properly. If the vehicles are not fully used, and operational requirements do not limit sharing, then pooling may be feasible. Once pooling is deemed feasible, an economic analysis should be performed by taking into account the following factors:
 - a. Administrative Use Vehicles. Utilization of administrative use vehicles is based on mileage and daily use. Ideally, administrative use sedans and light duty trucks (including SUV and vans) will be used approximately 1,000 miles per month. This average use will optimize service life and trade in value at 3 to 4 years for sedans and 5 to 7 years for trucks (GSA Fleet Lease target replacement standards). If a vehicle is being used less than the standards above, daily mileage logs should be reviewed. If mileage records indicate that a vehicle is being used less than 3 time per week average and less than 1,000 miles per month, the vehicle should be considered excess of the unit's needs (or the wrong vehicle). For example, if a unit has a sedan that is driven 400 miles per month and a minivan driven 1,700 miles per month, the motor pool manager should consider replacing the sedan for a minivan at the earliest opportunity.
 - b. Operational Use Vehicles. Operational use vehicles are vehicles required for a certain mission such as maintenance of ATON, SAR response trucks, etc. Regardless of mileage these vehicles shall be retained for operational readiness. Special purpose vehicles including ambulances and fire trucks shall be considered part of the motor

pool to ensure proper use and to ensure preventive maintenance and repairs are scheduled. Allowing offices and tenant units to assume motor pool responsibilities such as safeguarding keys and fuel cards should be avoided except for rare cases such as fire trucks. Such privileges invite misuse of vehicles and fuel cards.

2. Dispatching. Local policies shall be established to ensure vehicles are not used for HTW without authorization, and that keys and fuel cards are secured when a vehicle is not in use. Resources must be available to establish a dispatching system and costs associated with that function should be included in annual reports. Pooling of vehicles will not be effective unless dispatching requests are properly handled. Efforts must be made to ensure the right types and sizes of vehicles are available. Low use administrative vehicles could indicate too many vehicles or the wrong type of vehicles are in the motor pool. Likewise, requests that cannot be filled on regular bases could indicate that too few vehicles are in the motor pool. Justification of additional vehicles must be based on utilization of current vehicles and/or documentation of alternative cost to the government that can be avoided by increase of the fleet.
 - a. Motor pool managers shall establish priorities for service. Such action should eliminate the requirement for additional vehicles, manpower and funds.
 - b. All dispatching should be planned and controlled at one central office. Keys and fuel card shall be kept in a secure location as determined by the motor pool manager. Daily vehicle use records shall be maintained by the motor pool manager. Vehicles in remote locations or auxiliary parking areas may be dispatched by designated personnel from other organizations with the approval authorized by the motor pool officer.
 - c. Motor pool managers shall prohibit the operation of vehicles which are not in a safe operating condition or when further operation will cause damage to vehicles.
 - d. Vehicles will be dispatched only if in proper operating condition. The motor pool manager is responsible for the upkeep, safeguard and proper utilization of all vehicles assigned to the unit.
 - e. Vehicles shall not be dispatched on a recurring full-time basis for the sole use of any one person.
 - f. Dispatchers/motor pool managers hold key positions in motor vehicle operations. They exercise great influence on the degree of utilization obtained by drivers and vehicles. They receive all requests for vehicle transportation, refer doubtful requests to higher authorities, and ensure the most economical transportation is being used, as well as coordinating and consolidating trips whenever possible.

C. Trailers

1. General. Government trailers designed for use on public roads require government license plates (tags) and are registered in the CG inventory database as vehicles by CG regional MFMs. Trailers that are part of a unit's vehicle allowance shall be included on the unit Vehicle Allowance and Inventory List. Units must ensure that the trailer Gross Vehicle Weight Rating (GVWR) does not exceed the perspective tow vehicle tow

capacity. MFM shall record the GVWR of the trailer in the description field of the CG Inventory Database.

D. Plates and Branding (Markings)

1. Minimum Marking Requirements of Official Government Vehicles. Per Federal Management Regulation (41 FMR Section 102-34.110), the minimum markings required of all government vehicles, with the exception of unmarked vehicles, are:
 - a. For motor vehicles with rear windows, display: "For Official Use Only," in letters $\frac{1}{2}$ to $\frac{3}{4}$ inch high.
 - b. "U.S. Government" in letters $\frac{3}{4}$ to 1 inch high on window or doors; and
 - c. The full name of the department, agency, establishment, corporation, or service (U.S. Coast Guard) owning or leasing the motor vehicle (in letters 1 to $1\frac{1}{2}$ inch high) directly under "U.S. Government".
 - d. If the motor vehicle identification in paragraphs (a) through (c) of this section is displayed on painted surfaces, use letters 1 to $1\frac{1}{2}$ inches high in colors that contrast the motor vehicle color (white letters on dark vehicles and black letters on light colored vehicles.)
 - e. The preferred marking material is a decal of elastomeric pigmented film type for ease of application and removal.
2. Additional Branding of Vehicles. CG Vehicles are exempt from DHS Branding requirement. Additional branding of CG vehicles may be desirable and/or necessary to alert the public to special missions or to ensure vehicles are quickly recognized as emergency response vehicles. Any additional branding of CG vehicles shall be in accordance with Office of Public Affairs, G-IPA, guidance (COMDTINST M5200.14) or approval prior to application. CG managers of GSA Fleet Lease vehicles shall request permission from Local GSA Fleet Management Offices prior to applying any additional branding to GSA Fleet Lease Vehicles. Approval for additional marking not addressed elsewhere must be approved by the Office of Public Affairs. Vehicles used for special programs such as canine detection operation and the recruiting program shall comply with their operations manual for mission specific marking requirements/allowances (see COMDTINST M16247.1 series Maritime Law Enforcement Manual (MLEM) for illustrations of canine and other law enforcement vehicles). Vehicles used for emergency response may apply "EMERGENCY RESPONSE" and "U.S. COAST GUARD" in 2 inch high letters on both sides of the vehicle in either white or black (appropriate for visibility) contrasting color to the vehicle. Coast Guard vehicles shall not display unit insignias.
3. Government License Plates. Government license plates (tags) shall be displayed on all government vehicles and trailers unless a waiver is granted by Commandant (CG-441). Most waivers from this requirement are requested for undercover, safety and/or security reasons. Waivers must be requested annually no later than October 1 and will be granted no later than December 31 for a full calendar year. Each vehicle and trailer must have a

unique tag number. Tags for GSA Fleet Lease vehicles are issued by GSA. GSA tags are a “G” series tag and use the vehicle class and a five alphanumeric series number (GXX-XXXXX). DHS tags are purchased and issued by Commandant (CG-441) for CG owned and commercial lease vehicles and trailers. Tags for CG owned and commercial lease vehicles are issued in sets of two (back and front). The plates have a five number serial number (DHS-XXXXX). Trailer plates are issued as one each; serial numbers have four numbers and end with a “T” (DHS-XXXXT). Tags shall only be used on the proper asset type. Regional motor fleet managers are authorized to issue trailer tags for CG owned and commercial lease assets and to keep minimum quantities of trailer tags on hand. Vehicle tags for CG owned and commercially lease vehicles shall be requested from Commandant (CG-441) via the regional motor fleet manager.

E. CG Emergency Vehicles

1. General Policy. An emergency situation is defined as a situation where delay will result in death, grievous injury or additional catastrophic property or environmental damage. **Any vehicle equipped with emergency lights and signaling devices is considered an emergency vehicle whether or not the lights or signaling devices are in use.** Do not use emergency lights or audible signals unless you are responding to an emergency situation. Light bars and signaling devices are regulated by state laws and shall not be installed on administrative vehicles. Every driver of an emergency vehicle shall attend formal Emergency Vehicle Operator’s Course (EVOC) training as outlined in paragraph 2.D.1. of this Manual.
2. Request for Classification. Unit COs shall request District/Area authorization prior to installing of emergency lights and audible signals on vehicles.
3. Emergency Vehicle Drivers. COs shall identify the personnel required to drive each emergency vehicle and an appropriate state certified EVOC for the type of driving required. Each authorized driver shall attend appropriate EVOC training prior to operating a CG emergency vehicle. In the absences of any state requirement, emergency vehicle drivers will attend a federal government EVOC training program. Any person certified through a federal EVOC program shall ensure that all state EVOC requirements are satisfied prior to becoming an emergency vehicle driver at a particular duty station.
4. Registration of Emergency Vehicles. Units shall report all vehicles equipped with emergency/warning lights and/or audible signals to CG regional motor fleet managers. The report shall include license plate number, type and colors of lights, mission of vehicle and source of EVOC training. Updates shall be submitted by 1 June annually. In addition, if a unit is responsible for update of a DHS Vehicle Management Information System database, emergency lights shall be included as a modification of the vehicle.
5. District Legal Review. Regional legal offices shall review all requests for use of emergency lights and audible signals and recommend approval/disapproval based on state laws. Since, each state has unique definitions and requirements for classification of Emergency Vehicles and EVOC training, CG approval must be based on state laws. CG operational manuals can be referenced in describing general requirements. The following

are offered as general guidelines to ensure the legal determination is consistent with CG policy:

- a. **Authorized Emergency Vehicle.** Any CG vehicle that is dedicated to a CG mission that involves fire response or rescue, law enforcement, transportation of injured people (ambulance), Coast Guard Investigative Services, pollution response, search and rescue operations, Federal Protective Services, Commandant staff vehicles, or other vehicles equipped to respond to life threatening situations, may be designated as an emergency vehicle. CG emergency vehicles may be outfitted with emergency lights and audible signals in accordance with the State laws where a unit is located, provided a request to do so have been processed in accordance with this Chapter.
 - b. **Emergency Response.** Unit requests must address the requirement for an emergency response vehicle including the conditions that constitutes emergency condition that will warrant the use of lights and audible signals.
 - c. **Applicable EVOC training.** Unit request must include the suggested provider of EVOC training. The EVOC training chosen should reflect the type of driving and vehicles required to accomplish the CG mission. For example, fire truck emergency operation would be closer to small boat response than high speed police pursuit training.
 - d. **Identification of Drivers.** Specific billets or persons should be identified as eligible emergency vehicle operators.
 - e. **Administrative Use Vehicles.** Vehicles designated as administrative vehicles should not be equipped with emergency lights. Emergency Vehicles are only necessary for first response activities. First Response vehicles transport personnel and equipment necessary for operations. Supervisory and management oversight is not considered a first response activity.
 - f. **Warning Lights.** Subject to state laws, units may request the use of warning (amber) light bars if such equipment will increase the safety of operations when operations do not warrant classification as a first responder activity.
6. **District/Area Responsibility.** District or Area offices shall authorize Emergency Vehicle designation as required to ensure CG units are able to respond safely and appropriately. Copies of all correspondence with regards to emergency vehicles shall be sent to Regional Motor Fleet Managers and Commandant (CG-441).
 7. **Regional Motor Fleet Managers.** Regional MFMs shall maintain a consolidated list of all emergency response vehicles within their region. Updates shall be submitted to Commandant (CG-441) by 1 July annually.
 8. **Policy for driving.** CG personnel shall exercise caution whenever driving a government vehicle. Type, weight and configuration of the vehicle or vehicle/trailer combination must be taken into consideration when determining prudent driving practices. In general, CG missions involving an “emergency situation”, as defined in Chapter 1.C.(5) must comply with State liability statutes. When responding to an emergency, due regard must be exercised. For example, never assume that your emergency vehicle has the right of way, or that a stop sign or red light can be ignored. The use of these lights and signaling

devices only requests the right of way on the highway and never gives the operator of the emergency vehicle automatic right of passage. As addressed in EVOC training, operators of emergency vehicles must obey all traffic laws appropriate to emergency vehicles in the State in which the vehicle is being operated. State motor vehicle laws grant exemptions to emergency vehicles when the vehicle is responding to a true emergency and practicing due regard, but such exemptions do not protect the operator from criminal prosecution or civil liability for failure to use reasonable care in such operations.

F. Fleet Cards

1. General Policy. Each vehicle is assigned a fleet fuel card. Only the card assigned to a particular vehicle shall be used to fuel that vehicle. The fleet fuel card cannot be used to pay for fuel or services for other than the vehicle assigned.
 - a. GSA Fleet Fuel Cards. GSA Fleet Lease assigns a fleet fuel card to every vehicle. The card is used for all fuel, services and parts as authorized by GSA Fleet Lease policy. A fleet fuel card shall not be used to purchase any fuel or services not directly related to the vehicle to which it was assigned.
 - b. CG Fuel Cards. CG fleet fuel cards are assigned to all CG owned and commercially leased vehicles. A fleet fuel card shall not be used to purchase any fuel or services not directly related to the vehicle to which it was assigned. The fleet fuel card can be used to purchase emergency service and repairs under \$250. However, unit purchase cards or other methods to expend unit AFC 30 funds shall be used for maintenance and repair of CG owned and commercially leased vehicles. Fiscal policy for use of the CG fleet fuel card is published in the Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13 (series).

G. Maintenance

1. General. All vehicles shall be maintained in safe operating condition. Periodic maintenance shall be accomplished per the manufacturer's recommendation. No modifications shall be made that create safety violations according to state law or cancel manufacturer's warranties. Motor pool managers shall schedule a check of engine fluids, tire air pressure and visually inspect each vehicle periodically not less than every 2 weeks. Each driver shall complete a daily inspection of the vehicle issued, per motor pool manager's policy, prior to and after use and report any damage, low tire pressure, warning lights, evidence or leaks or poor handling during use. Driver reports shall be investigated and maintenance/repair scheduled as necessary to ensure safe use and avoid damage. All funding expended for maintenance, repair and modification of vehicles shall be reported IAW chapter 6 of this manual.
2. GSA Fleet Lease Vehicle. Maintenance and repair of GSA Fleet Lease vehicles shall be accomplished in accordance with GSA Fleet Lease policy available through GSA Fleet Lease Management Offices and as directed by Fleet Lease Management personnel. All maintenance and repairs must be authorized by the GSA Fleet Lease Maintenance Center prior to work being started. Failure to obtain pre-approval may result in GSA Fleet Lease charging the customer for services that may otherwise be included in the GSA lease agreement.

H. Accident Prevention

1. General. Accidents involving government vehicles impose an alarming drain on personnel, equipment, and CG funds. Continuous action will be taken to achieve maximum vehicle safety to conserve these critical resources for the accomplishment of vital missions. At a minimum:
 - a. Government motor vehicles shall not be used unless they are in a safe and serviceable condition.
 - b. Only qualified licensed drivers shall be authorized to operate Government motor vehicles and equipment.
 - c. COs shall ensure that operators are familiar with civil traffic laws, rules, and regulations.
 - d. Vehicles with a high center of gravity such as full SUVs, full sized vans and pickup trucks handle differently than sedans. Motor pool managers should inform drivers to obey highway caution signs while driving these vehicles.
 - e. COs shall institute training programs for vehicles that have unique equipment such as snow plows installed or present driving challenges that everyday driving may not include such as hauling a trailer. Unit COs shall coordinate with regional MFMs to comply with regional programs from issuing OF-346 for operators that complete various driver training programs. Local procedures can be established if not covered under CG or regional programs. Copies of local procedures shall be forwarded to regional MFMs.
 - f. Information regarding motor vehicle safety training can be found in Chapter 10 of the Safety and Environmental Health Manual, COMDTINST M5100.47 (series).

I. Vehicle Allowances & Inventory

1. Definitions.
 - a. Vehicle Allowance List. A vehicle allowance list outlines the capability required by a unit to accomplish its assigned CG mission. This list shall be established in accordance with guidelines provided by program sponsors. This includes both administrative use vehicles/trailers and vehicles/trailers required for specific missions (operational use vehicles). Vehicle allowance list shall reflect current fiscal year requirements and projections for the next 3 fiscal years. Motor pools will consider economy of scale in servicing customer units. For example, two or more units requiring similar capabilities part time should be serviced by one vehicle providing required readiness is not a limiting factor. Vehicle allowance list shall include trailer requirements. Regional MFM shall be consulted on all changes of unit vehicle allowances in their AOR.
 - b. Vehicle Inventory List. List of vehicles currently assigned to units serviced by local motor pool. This includes vehicles in remote locations or assigned to dedicated operations (such as trucks kept separate for SAR response). Vehicle Inventory List shall include trailer requirements. All vehicles on a motor pool inventory list must be

associated to an allowance requirement. Vehicles in excess of a motor pools requirement must be considered for disposal.

- c. **Motor Pool Manager.** The CO of a unit that manages vehicles for one or more CG units shall designate a unit vehicle manager (or motor pool manager, used interchangeably) to ensure all vehicles are used for official use only, the unit's vehicle allowances are filled, vehicles assigned are in proper condition (maintenance and repair) and documentation is maintained. Vehicles assigned to a remote location for a dedicated mission are all considered part of the motor pool and will be reported as such. Dedicated vehicles are subject to management policies and controls of the motor pool manager.
 - d. **Upgrade of Vehicles.** Exchanging a vehicle for a vehicle with different capabilities is considered an upgrade. Different capabilities include changes in body style (such as from a truck to an SUV), engine size, number of passengers or towing capacity etc. This also includes down sizing (right sizing) of a vehicle.
 - c. **Additional Vehicle.** A change in the number of vehicles. This can also include down sizing of a motor pool. Consult Regional MFM regarding all proposed changes in size and configuration of the motor pools in the AOR.
2. **Maintenance of Vehicle Allowance List.** The purpose of a Vehicle Allowance List is to identify current and future vehicle capabilities required to accomplish the CG mission. It is not a "wish list." Program sponsors at the District, Area and/or HQ level shall establish standards for operational requirements. The vehicle program (through regional MFM) shall make determinations regarding proper level (number and type of vehicles) required for administrative vehicle support based on location, utilization and federal guidelines of usage. For administrative passenger vehicles, a standard rule of thumb for fully utilized vehicles is approximately 1,000 miles per month. MFM shall also take into account the cost of alternative transportation such as payment of local travel claims and surge rental cost. For operational vehicles capabilities such as payload, towing capacity, number of passengers (crew), off road capability, etc., shall be identified rather than specific vehicle models. Program sponsors shall consult regional MFMs or Commandant (CG-441) to determine the federal Standard Item Number (SIN) of the vehicle with the right capabilities prior to requesting a vehicle upgrade (change in unit vehicle allowance) from GSA Fleet Lease or acquisition by any other method.
- a. **Unit Level.** Unit motor pool managers shall inform regional MFMs immediately when vehicles and trailers are assigned to the unit. For CG owned and commercial lease vehicles and trailer, documentation such as certificate of origin and procurement documentation must be provided with a request to update the CAS database. This includes the replacement of GSA fleet lease vehicle. This is necessary for update of the official CG property database (CAS). Motor pool managers shall submit proposed changes to regional MFMs at least annually no later than 15 July (see Chapter 6 of this manual for information requirements. Adjustments can be submitted any time to reflect unforeseen requirements. The report shall include a current Vehicle Inventory List and indicate which vehicle is covering each requirement and which capabilities are lacking that requires upgrades of current vehicles or additional vehicles for full

coverage. Unit must report acquisitions, disposal (retirement of assets), and with CG transfers of vehicles and trailers immediately to CG Regional MFMs. This includes replacement of GSA Fleet Lease vehicles.

- b. **Regional MFM.** Upon notification of inventory changes (from the unit), the regional MFM shall immediately update the CAS database which is the official CG inventory system for vehicles and trailer. The regional MFM shall inform the unit of all changes to the CAS system. Motor Pool Managers shall send updated allowance lists to regional MFM no later than 1 August annually. Regional Vehicle Allowance and Budget Reports shall be submitted to Commandant (CG-441) no later than 15 August annually.
 - c. **HQ. Commandant (CG-441)** shall prepare FAST Reports, OMB budget reports and other standard reports based on regional vehicle allowance and budget reports and vehicle cost data collected via reports addressed in Chapter 6 of this manual.
3. **Request for Additional or Upgrade Vehicle Support.** Submission/approval of annual vehicle allowance list for budget purposes described above, does not constitute a request for additional vehicles or upgrade to vehicles existing vehicles. This subject is addressed in Chapter 2 of this manual. Only requests that reflect needs based on an approved vehicle allowance list shall be considered valid. Regional MFM can use the vehicle allowance list to prepare a request for submission to GSA Fleet Lease for replacement/additional vehicles. Regional MFM shall coordinate with unit motor pool managers to ensure duplicate requests are not submitted to GSA Fleet Lease and to manage expectations.

J. Modification to Vehicles

1. **Modifications.** Vehicle modifications are any alterations to the standard vehicle configuration including replacement of standard tires, addition of bed liners in trucks, truck caps, communication equipment, emergency lights and markings, etc. All modifications must be necessary for support of the mission and authorized by Headquarters, Area or District operations program sponsors. Units must copy CG regional MFM on all correspondence concerning vehicle modifications. This information must include description of the modification, the reference authorizing the modification, the tag number of the vehicle and the total cost of the modification to each vehicle. Regional MFMs shall include these costs in the annual budget reports to Commandant (CG-441). Transfer of equipment (modification) from one vehicle to another (for example on replacement of a vehicle) shall be reported to the Regional MFM. The report shall include a description of the modification, authorization reference, both tag numbers (to and from), the cost (labor only if equipment cost was reported in a previous report).
2. **Modifications to GSA Fleet Lease Vehicles.** In addition to the requirements in Section 3.J.1 above, all modifications to GSA Fleet Lease vehicles must be approved by the local GSA fleet management center prior to modification of the vehicle.

K. Transfer within CG and Disposal

1. General. Vehicles and trailers are disposed of at the end of the service life or when the asset is in excess of the organizations needs. If a unit has no use for a vehicle (or trailer) they shall:
 - a. Determine if the asset can be used by another CG unit by contacting the regional MFM or Commandant (CG-441).
 - b. Advertise for within federal government transfer through Commandant (CG-842).
 - c. Offer the asset for exchange sale out side the government through Commandant (CG-842).
2. Prior to Disposal. Unit personnel shall contact CG regional MFM prior to disposal or transfer of any vehicle or trailer. Regional MFMs shall:
 - a. Update inventory records reflecting all within CG transfers, disposal and exchange sales for all vehicles and trailers.
 - b. Ensure Commandant (CG-842) is engaged in any disposal and/or exchange sale of vehicles and trailers.
 - c. Issue direction to motor pool managers with regards to DHS tags.
3. Within CG Transfer. Prior to disposal of a vehicle or trailer, an attempt must be made to ensure the asset cannot be used by another CG activity. Within CG transfer is the first option for CG vehicles and trailers. Prior to disposal, Commandant (CG-842) and Commandant (CG-441) shall be informed of any excess vehicle or trailer to ensure the proper processes are followed. Regional MFM shall be informed of all with-in CG transfer of any vehicle or trailer, both owned and leased (including GSA fleet lease). During boat transfers, trailers and boat are reported separately. Boat trailer transfers shall be reported per this manual.
4. Within Federal Government Transfer. Vehicles and trailers in excess of the CG's requirements shall be considered for within federal government transfer. Vehicles and trailers transfers within the federal government (including to DRMO for disposal) do not require a SF-97, vehicles are transferred using DD-1149 or other supply forms. DHS tags must be removed from the asset prior to transfer. The regional MFM shall be contacted for disposition instructions of the tags. The tags shall never be reassigned to a different DHS entity without written approval of the regional MFM.
5. Sale or Donation. Vehicles and trailers in excess of the federal government's requirements shall be considered for sale outside the government. All transfers outside the federal government are considered sale or donation, including transfer to CG Auxiliary organizations for use by CG Auxiliary. DHS tags shall be removed prior to transfer out of the CG. SF-97 must be obtained from CGHQ for transfer out of the federal government to allow the receiving party to apply for state registration.
6. Disposal. All vehicles and trailers in excess of the government's needs or in unserviceable condition shall be disposed of in accordance with federal property regulations, CG policy and under the direction of Commandant (CG-842). Units shall contact CG regional MFM for disposition instructions of DHS plates. Send disposal documentation to regional MFM for completion of retirement process (inventory system

updates).

L. Reporting Accounting of GSA Fleet Lease Vehicles to FINCEN

1. General. GSA Fleet Lease Program is the most popular Interagency Fleet Lease in the federal government. GSA Fleet Lease deducts funds from the CG treasury account and reports charges to the CG FINCEN. Any suspected over charges cannot be resolved through the Procurement Error System (PES) process. Units must resolve over charges directly with GSA Fleet Lease or with help of CG Regional MFM or Commandant (CG-441). FINCEN's GSA Fleet Lease Vehicle Section receives a monthly statement from GSA Fleet Lease and distributes the charges to unit accounts based on GSA tag numbers. Units shall inform FINCEN GSA fleet lease section anytime a vehicle is returned to GSA fleet lease, a replacement or additional vehicle is received and when a vehicle is transferred within the CG to another unit (when the receiving unit is accepting the financial responsibility of the vehicle).
2. Information Provided to GSA. In addition to any information GSA Fleet requires, units shall provide a:
 - a. Point of contact (a name not a position).
 - b. Phone number.
 - c. CG Region & cost center, (recorded in optional Account Code 1 of the GSA database). CG Region is a code in the CG financial database that designates the District, MLC Area or HQ section to which a unit is assigned. The Cost Center will normally be the unit OPFAC.
 - d. Program Element (PE) of the Line of Accounting (LOA) being charged for the vehicle (recorded in optional Account Code 2 of the GSA database). The LOA must be on file in the FINCEN database.
3. Updating GSA Fleet Database. Motor pool managers must check the above information monthly in the GSA database and, if necessary, update the information. This can be done while accessing the system to report the monthly mileage. In some areas, GSA allows monthly mileage updates to be reported automatically while fueling. If this service is provided by GSA, motor pool managers must contact their GSA representative to request optional fields to be updated.
4. Report of "Bill Back" Charges. GSA Fleet Lease sends a report of extra charges to units whenever they occur. These are charges such as use of premium fuel, excessive car washes, accident repair and GSA fuel card charges not authorized by GSA Fleet Maintenance Centers. Copies of these reports must be forwarded to the FINCEN GSA Fleet Lease Section upon receipt.

Chapter 4 - Procurement

A. General Policy

1. General. Vehicle acquisition is a highly regulated and complex process that is unlike acquisition of routine supplies and services. Office of Management and Budget (OMB) has enacted policy to reduce the federal fleet and ensure only mission essential vehicles are acquired. All vehicles acquired by methods other than interagency fleet lease (GSA Fleet Lease) require prior approval from Commandant (CG-441).
 - a. Federal regulations limit the size and type of motor vehicles an agency is authorized to acquire. Vehicles must; (a) be fuel efficient, (b) possess the least amount of optional equipment necessary to perform the mission, (c) be the smallest body and motor size that will meet mission requirements. (d) be midsize (class III) or smaller sedans (d) be large (class IV) sedans only when such motor vehicles are essential to the mission (i.e., security vehicles requiring special equipment/capabilities). In addition, federal agencies have been mandated to reduce the use of petroleum fuel in federal fleet vehicles. Therefore, with the exception of the Commandant's vehicle, CG policy is to acquire subcompact (class II) sedans or smaller for administrative use. If additional passenger space is required, minivans or full size vans are authorized to limit the number of vehicles in the fleet.
 - b. Sport Utility Vehicles (SUV) are authorized only when an operational requirement for the capability has been identified. The size limitations mentioned above apply to SUVs.
 - c. Law Enforcement (LE) packages are offered on Class III and Class IV sedans and on selected models of SUVs. For CG missions that require the LE package, the Class III sedan must be selected unless the SUV would be more appropriate to the mission. Coast Guard Investigative Services (CGIS) has the authority to select the Class IV sedan if deemed essential to a particular security mission. An Alternative Fueled Vehicle (AFV) shall be selected if available and feasible within the appropriate class of vehicle.
2. Purpose. Vehicles are acquired for official use only. Therefore, every vehicle owned or managed by the CG must have a justification based on an operational or administrative requirement. Requirements are documented in allowance lists. Operational vehicle requirements are developed by operational program sponsors at the HQ, Area or District levels. Unit (motor pool) allowances of mission essential vehicles can not be modified without program sponsor approval. Administrative vehicle allowances are based on economic advantage and vehicle usage. Modifications to motor pool administrative vehicle allowances shall be approved by regional MFM prior to acquisition of additional vehicles or upgrades to existing vehicles.
3. Vehicle Acquisition Plans. Vehicle acquisition plans shall be developed to ensure the most appropriate and cost effective method can be employed to acquire necessary vehicles. Acquisition forecast plans projecting 3 years in advance are reviewed and updated at least annually and incorporated into standard reports submitted to OMB and

Congress. CG vehicle requirements shall be accomplished by the method that presents the best value to the CG. Unit acquisition plans shall be submitted to CG regional MFM's NLT September first annually. CG regional MFM shall submit AOR Acquisition Forecast Plans NLT 15 September annually for inclusion in DHS annual reporting requirements.

4. Legal Restrictions. The annual CG Appropriations Bill limits the number of passenger vehicles that can be acquired through purchase, transfer of property from any source or lease contract with a commercial vendor for 60 days or more. The only type of acquisition not included in this legal restriction is the Interagency Fleet Lease.

Acquisition of a passenger vehicle without prior approval by Commandant (CG-441) may result in an Anti-Deficiency Act (ADA) violation.

B. Types of Procurement

1. Interagency Fleet Lease. A program where another government agency retains ownership of a vehicle but allows the CG to control the management and use of the vehicle. The most popular Interagency Fleet Lease is the GSA Fleet Lease Program. However, CG sometimes enters into Interagency Fleet lease with other government agencies such as the Navy.
2. Purchase. All new vehicles shall be purchased through GSA Automotive Division. In some rare instances GSA Automotive Division may allow an agency to contract for open market purchase of new vehicles. Open market purchase without obtaining a waiver from GSA Automotive Division will be subject to the congressional ratification process. GSA Automotive Division has government purchasing agreements on all types of vehicles including tractors, mobile command posts, trailers, and fire trucks to name a few. Only CG regional CG Motor Fleet Managers or individuals approved by Commandant (CG-441) are authorized to submit purchase orders (including use of the automated system) to GSA Automotive Division for purchase of vehicles.
3. Transfer into the Coast Guard. Any transfer into CG inventory is considered a purchase regardless of the source or cost (includes free issue transfers). This includes transfers from DRMO, GSA excess program, or transfer from any entity inside or outside the federal government (including within DHS). The acquisition cost includes both the acquisition cost and any cost incurred to make the vehicle serviceable to the CG such as transportation, repair, maintenance and/or modification.
4. Commercial Lease. A commercial lease is an agreement with any vendor for the services of a vehicle for 60 days or more. This includes the use of the GSA 751 Commercial Vehicle Lease Schedule. This does not include a commercial lease negotiated through the GSA Fleet Lease Program where GSA Fleet Lease Program negotiates with the vendor and transfers management and cost to the CG via an MOU.
5. Short Term Rental. A short term rental vehicle is a rental agreement for 59 days or less for surge requirements. Consecutive short term rentals shall not be used to circumvent the need for a commercial lease (greater than 59 days). Driver's logs shall be kept for rental vehicles to ensure that vehicles are used for official business only. Drivers of short

term rentals are personally responsible for any traffic violation fines. Under no circumstances can fines be paid with appropriated funds. Units such as cutters that use short term rentals while deployed may keep one “rental vehicle log” for all the rental vehicles by recording the location and vehicle information for each trip.

6. Purchase of Passenger Vehicles. The annual Appropriations Bill limits the number of vehicles each government entity can purchase each fiscal year. In this Context “purchase” is legally defined as purchase, commercial lease or transfer into CG inventory from another agency (such as DRMO). Passenger vehicles include sedans, station wagons, passenger vans, ambulances, buses and SUVs. **Exceeding the number of passenger vehicles is a violation of the Anti Deficiency Act (ADA).** Chapter 11 of the Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13(series), provides additional guidance regarding purchase and lease of vehicles. Commandant (CG-441) maintains a listing of this type of acquisition and each acquisition must be approved through Commandant (CG-441) prior to initiating the contract process.

C. GSA Fleet Lease (Interagency Fleet Lease)

1. General. GSA fleet lease is the preferred method of acquiring vehicles for CG use. The CG also has interagency fleet lease vehicles from other agencies such as the Navy. Acquisition from GSA fleet lease normally requires a long lead time therefore forecasting future need and planning is essential. This is due to the GSA Fleet Lease budget process and vehicle manufacturer production schedules. The annual procurement schedule for GSA Fleet Lease is as follows:
 - a. June: Begin planning replacement for next fiscal year.
 - b. October: Award new fiscal year contracts. Finalize replacement list and cost associated.
 - c. December: Determine funding available for additional vehicles.
 - d. January: Prioritize additional requirements, finalize by February.
 - e. April: Manufacturers final close out of current year product lines. No vehicles ordered for current year after product line close out.
2. Replacement Guidelines. GSA Fleet Lease replacement guidelines are: 3 years/36,000 miles for sedans, 5 years/60,000 miles for gasoline trucks, 7 years/150,000 miles for diesel pickup and stake bed trucks. Heavy duty truck replacement is determined case by case. These guidelines are applied loosely and vary depending GSA budget and local additional vehicle requests. Vehicles are automatically replaced by a vehicle with similar capabilities. Any changes/upgrades need to be negotiated during the GSA Planning stage (summer) for replacement in the next fiscal year. Motor pool managers should be in contact with GSA Fleet Lease offices to determine actual replacement schedules. When discussing additional vehicles with GSA Customer Service Representatives, record the Purchase Order (PO) number assigned to your request.
3. Upgrades. Requests for upgrades (or down-sizing) of current vehicles scheduled for replacement should be submitted June through September of previous fiscal year for GSA Fleet Lease consideration.

4. Additional Vehicles. Request for additional vehicles should be submitted prior to 1 December for replacement in current fiscal year. Additional vehicles are usually delivered in the last quarter of the fiscal year. Emergency requests can be submitted at any time but should not expect to be filled in the current fiscal year. For emergency requirements, GSA Fleet Lease can negotiate a 751 commercial lease and lease a vehicle to the CG via an MOU for market rates. If the CG acquires the vehicle via an MOU from GSA Fleet Lease, the contract is considered an Interagency Fleet Lease.
5. Advantages. GSA Fleet Lease has several advantages such as:
 - a. Leasing from GSA Fleet Lease Program does not require any up front (acquisition) cost.
 - b. GSA Fleet Lease replaces vehicles automatically in kind without budget spikes.
 - c. GSA Fleet Lease provides regular maintenance and fuel for a per mile fee. Pre-approved required maintenance is arranged at no additional cost. Accident repair and work that is not pre-approved will be charged to the unit. These are considered “bill back” charges. GSA bill back charges should not be considered PES errors. Any questions with regard to over charges must be resolved through local GSA Fleet Lease Management Offices.
 - d. All vehicles acquired from GSA Fleet Lease are considered Interagency Fleet Lease vehicles and not limited by the CG annual Appropriations Bill.
6. Disadvantages. The disadvantages of GSA Fleet Lease are:
 - a. Long lead-time for delivery. Units should plan approximately one year in advance of the required date. There is always a possibility that an emergency requirement can be filled, but units should not expect guaranteed delivery.
 - b. Acquisitions are restricted by GSA budget process. GSA is limited by government funding processes. GSA Fleet Lease must purchase a vehicle prior to leasing to the CG.
 - c. GSA Fleet Lease vehicles cannot be deployed overseas without permission from the local GSA Management Office. In cases where deemed appropriate for GSA Vehicles to be deployed overseas a request for a dry rated lease plan can be requested as fuel and maintenance is normally not available Vehicles used for OCONUS deployment should be purchased rather than leased.

D. Purchase (Buy/Lease/ Transfer)

1. General. All vehicles purchased, commercial leased (including use of GSA 751 Commercial Lease Schedule) and transferred into CG inventory are considered “purchases” according to US Code Title 31. All purchases (as outlined above) of vehicles shall be approved by Commandant (CG-441) prior to contract negotiations. Unit allowance list must be submitted as an attachment to the memo to request acquisition of vehicle from other than GSA Fleet Lease. The CG purchases vehicles for overseas deployment missions, for requirements in locations that GSA Fleet Lease does not support (such as overseas locations), and for long service life vehicles such as fire

trucks, flight line fuel trucks and other vehicles that support CG facilities. Units shall request a CG fleet fuel card for each purchased vehicle from CG regional MFM.

2. Purchases of New Vehicles. All new vehicle purchases shall be accomplished through GSA Automotive Division. GSA Automotive Division may grant waivers when GSA deems it is in the best interest of the government to allow an agency to purchase vehicles via open market contract. CG procurement personnel shall not authorize open market purchases of new vehicles without obtaining a waiver from GSA Automotive Division prior to preparing procurement documents. All GSA Automotive Division waiver requests shall be sent through Commandant (CG-441) for endorsement.
3. Commercial Lease. Commercial leases are normally for 1 year with 1-year options. Some units, such as overseas units may require reoccurring commercial leases to support their missions. Commercial lease is the most expensive method of acquisition, and arrangements must be made whenever possible to replace the vehicle with a GSA Fleet Lease or purchased vehicle at the end of the first contract year, unless it is in the best interest of the government to continuously commercial lease the vehicle (rare circumstances). District, Area or HQ budget offices shall make final decision on whether to continue a commercial lease.
4. Purchase of Used (excess) Vehicles. Normally, purchase of excess vehicles is a poor business decision because excess vehicles are close to or past the end of their service life. Considerations include, maintenance cost and lack of mission readiness (down time). All vehicles in the CG inventory are attached to mission requirements. Vehicles at the end of their service life should be replaced.

E. Purchase of Trailers

1. General. GSA has contracts in place for over-the road trailers and should be the first option for purchasing trailers. GSA Automotive Division employees, automotive engineers with extensive experience and can provide guidance and vendor information. Trailers are considered vehicles and units shall follow the policies stated above for vehicles.
2. Boat Trailers. Boat trailers can be purchased as part of a boat purchase or purchased separately. If the trailer and boat are purchased as a package, the cost of the trailer must be split out and recorded separately in the CG Inventory Database (CAS) in the vehicle module on the FINCEN web site.
3. Other Trailers. Trailers are considered vehicles and units shall follow the policies for vehicles. In most cases trailers should be purchased rather than leased. Trailers, including utility trailers, pollution response trailers and mobile command post trailers should be purchase through GSA contract whenever possible. If GSA cannot support CG needs open market purchase of trailers is authorized using normal contracting methods.

Chapter 5 - Special Program Requirements

A. Home-to-Work (HTW)

1. General. In general, government vehicles should never be parked at a federal government employee's residence. A government vehicle should never be used by a federal employee to travel between their home and alternate duty stations. Home-To-Work (HTW) privileges may be granted only by the head of an agency (for the Coast Guard that is the Secretary of Homeland Security). Any time a government vehicle is authorized for use in conjunction with travel orders the use should not be considered (or referred to as) HTW use of government vehicles. Employees may park a government vehicle at their residence in conjunction with authorized temporary duty assignments (TAD) to avoid excessive travel time in performance of their duty. However, duty that routinely (duty not covered under official orders) requires an employee to report to alternative duty stations to accomplish the CG mission requires HTW authorization for field work to allow the employee to park the government vehicle at their home. Orders that cover extended non-specific use dates cannot be substituted for HTW authorization. Use of government vehicles is not authorized for transportation between an employee's residence and the normal duty station without HTW privileges authorized. This includes duty officers or personnel reporting other than normal duty hours, on-call personnel and personnel normally reporting to alternative duty locations such as contractor facilities.
2. Categories. There are 4 categories of HTW; (a) a position designated by law, (b) law enforcement, (c) field work, and (d) HTW for an individual as described below.
 - a. A Position Designated by Law. The position of Commandant of the Coast Guard is granted HTW privileges IAW Public law 99-550 and 31 U.S.C. 1344. The Commandant is the only position in the Coast Guard in this category. Except for the Commandant, it should never be assumed that HTW privileges are authorized.
 - b. Law Enforcement. The category of law enforcement is governed by 31 U.S.C 1344 Section (a)(2)(B). Secretary DHS may grant HTW privileges under law enforcement for any period of time. If secretarial approval is granted, supervisors must develop an office procedure for authorization and annual review of privileges.
 - c. Field Work. The category of field work is governed by 31 U.S.C. Section 1344 and 41 FMR 102. Secretary DHS may grant HTW privileges under Field Work for a maximum of two years. If secretarial approval is granted, supervisors must develop an office procedure for authorization and annual review of privileges.
 - d. Approval for Individuals. HTW authorization for individuals is governed by 31 U.S.C. Section 1344 and 41 FMR 102. Secretary DHS may grant HTW privileges for an individual for an initial period of not more than fifteen days. After the initial approval, extensions for not more than ninety days may be requested for the same individual. Request for authorization must include one of the following headings for justification: Clear and Present Danger, an Emergency, or Compelling Operational Consideration. Enough detail must be included to allow for a legal review by the Office of General Law (CG-0944).

3. Authorization Process. Authorization for HTW privileges is a two step process. First, the Secretary of Homeland Security must authorize the group or individual under one of the above categories. After DHS authorization is granted, the operational supervisor must determine if HTW privileges are required for performance of the duty and identify in writing the individual and the period the authorization will be enacted.
 - a. Requesting DHS Approval. Requests for DHS approval for law enforcement or field work shall be submitted to Commandant (CG-441) through the program sponsor at the HQ level for consideration. Commandant (CG-441) will not accept any requests from field units. All request memos from HQ program sponsors shall identify the number of all possible billets included in the law enforcement or field work category, the number of vehicles employed in the missions and the expected number of billets that may require HTW authorization during a typical year. Requests for individual HTW privileges (for temporary authorization for clear and present danger, an emergency or compelling operational consideration) shall be submitted to Commandant (CG-441) through the appropriate chain of command and must identify the individual by name and position, the reason the privilege is required and the required start date. Commandant (CG-441) will obtain the appropriate HQ concurrence and submit the package to DHS HQ for approval and respond in writing to the requester.
 - b. Supervisor Approval. Supervisors must grant HTW authorization for each individual in writing. Documentation must include, at a minimum, the individual's name, the period of authorization (not more than a year) and the authority (Secretarial approval). Vehicle logs must note each time a vehicle was used under HTW authority with the name of the individual. Each employee shall keep a record of their HTW use which includes the vehicle identification (tag number), date and reason.
4. Justification for HTW Authorization. Request for HTW authority shall include a justification based on one of the categories addressed in this section. Requests that cannot demonstrate that authorization is required for safety completion of CG missions, rather than convenience of the employee, will not be approved. HTW authorization cannot be approved on the bases of physical security of the vehicle or the price of secure parking. Locations where theft or vandalism is an issue, units must arrange for secure parking as close to the CG facility as possible.

B. Alternative Fuel Vehicles (AFV)

1. General. Several laws and Executive Orders (EO) have been signed mandating that federal agencies reduce the consumption of gasoline and diesel by the federal fleet. Besides suggesting strategies such as reducing the number of vehicles and miles driven, Congress and the Office of the President have mandated the acquisition of Alternative Fuel Vehicles (AFV) and the use of Alternative Fuels in AFVs as a part of each agencies plan to reduce petroleum fuel consumption. Seventy five percent of each agency's annual light duty vehicle acquisitions must be AFVs. Light duty vehicles are vehicles weighing 8,500 pounds or less certified for public highways. Additional AFV credits can be claimed for:
 - a. Medium and heavy duty AFV acquisitions (two AFV acquisition credits);

- b. Dedicated AFV vehicles (two AFV acquisition credits);
 - c. Use of biodiesel (at least 20% biodiesel mix (B20) with petroleum diesel).
2. Alternative Fuels. Qualifying fuels include methanol, denatured ethanol, and other alcohols; mixtures containing 85 percent or more by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels; natural gas (compressed or liquefied); liquefied petroleum gas (propane); hydrogen; coal-derived liquid fuels; fuels (other than alcohol) derived from biological materials, including neat (100%) biodiesel and P-Series fuel; and electricity (including electricity from solar energy).
 3. CG Acquisition Policy. An AFV shall be acquired anytime a choice is available where an AFV on GSA contract has the capabilities required for the CG mission. CG HQ, Commandant (CG-441) supports the incremental acquisition cost of AFV leased through GSA Fleet Lease program.
 4. Alternative Fuel Use Policy. Vehicles equipped to run on alternative fuels shall be operated on alternative fuels where alternative fuels are available at reasonable cost.
 5. Definitions.
 - a. Alternative Fuel Vehicle (AFV). A dedicated, flexible-fuel, bi-fuel, or dual-fuel vehicle powered by alternative fuel.
 - b. Bi-Fuel Vehicle. A vehicle with two separate fuel systems designed to run on either an alternative fuel, or gasoline or diesel, using only one fuel at a time. Bi-fuel vehicles are referred to as “dual-fuel” vehicles in EPACT.
 - c. Biodiesel. A biodegradable transportation fuel for use in diesel engines, which is produced through transesterification of animal, plant, or waste oils
 - d. Conventional Fuel Vehicle. A vehicle that is powered by an internal combustion engine that utilizes gasoline, reformulated gasoline, diesel fuel, or a biodiesel blend as its fuel source.
 - e. Dedicated Alternative Fuel Vehicle. A motor vehicle that is designed to operate solely on alternative fuel.
 - f. Dual-Fuel Vehicle. A motor vehicle with two separate fuel storage systems that operates on a mixture of alternative fuel and petroleum-based fuel.
 - g. Flex-Fuel (or Flexible-Fuel) Vehicle. A vehicle with a single fuel tank that is capable of operating on alternative fuel, petroleum fuel, or a mixture of the two.
 - h. Hybrid Vehicle. A hybrid vehicle uses a combination of a gasoline (or diesel) engine and an electric motor to power a vehicle. Hybrids are not legally classified as AFV. However they are fuel efficient and could be included in an overall strategy for reducing fuel consumption.
 - i. Incremental Cost. The additional cost of acquiring an alternative fuel vehicle over a comparable conventionally fueled vehicle.

C. Emergency Lights

1. General. This section applies to units authorized by District, Area or HQ program

sponsors to operate emergency vehicles. Request for authorization shall be forwarded through Sector offices to the appropriate level for approval. Approval shall be based on mission requirements and availability of training. Funding for purchasing, and maintaining emergency equipment, and training of personnel is the responsibility of the unit or the program manager for headquarters units.

2. Emergency Equipment. Any vehicle equipped with emergency lights or audible devices to enable a vehicle to negotiate traffic and respond to an emergency situation is considered an Emergency Vehicle. Unless otherwise instructed by program managers, CG vehicles requiring emergency lights for operations will use the same configurations and colors used by local fire fighters. Requests for use of amber lights must be accompanied by copies of state and local laws governing their use and/or written statements by state or local officials granting use.
3. Operator Qualifications of EV. See Chapter 2 for operator's qualifications of CG emergency vehicles.
4. Policy. CG personnel shall exercise caution whenever driving a government vehicle. Type, weight and configuration of the vehicle or vehicle/trailer combination must be taken into consideration when determining prudent driving practices. In general, CG missions involving an "emergency situation", as defined in Chapter 1.C.(5) must comply with State liability statutes. When responding to an emergency, due regard must be exercised. For example, never assume that your emergency vehicle has the right of way, or that a stop sign or red light can be ignored. The use of these lights and signaling devices only requests the right of way on the highway and never gives the operator of the emergency vehicle automatic right of passage. As addressed in EVOC training, operators of emergency vehicles must obey all traffic laws appropriate to emergency vehicles in the State in which the vehicle is being operated. State motor vehicle laws grant exemptions to emergency vehicles when the vehicle is responding to a true emergency and practicing due regard, but such exemptions do not protect the operator from criminal prosecution or civil liability for failure to use reasonable care in such operations.

D. Safety and Prevention

1. General. Safety and Environmental Health Manual, COMDTINST M5100.47 (series), Chapter 10, is the definitive policy on CG Motor Vehicle Safety. Accidents/mishaps involving government owned, commercially leased, and privately owned motor vehicles impose an alarming drain on personnel, equipment, and CG funds. Aggressive, continuing action will be taken to achieve maximum vehicle safety in the administrative use of motor vehicles in order to conserve these critical resources for the accomplishment of vital missions.
2. Prevention. Accident prevention programs must be supported at all command levels and must embrace such broad facets as strict observance of recognized safety practices, investigation, reporting, and analysis of accidents, appropriate disciplinary action against safety offenders, periodic vehicle safety inspections, and vehicle safety education and reeducation programs. Practices will include (but not limited to):
 - a. Motor vehicles shall not be used unless they are in a safe and serviceable condition.

- b. Only qualified licensed drivers shall be authorized to operate Government motor vehicles and equipment.
- c. Every effort possible must be exerted toward the elimination of conditions which could lead to personal injury, property damage or adverse impact on the CG mission capabilities. The command is responsible for providing specialized vehicular training as required and traffic safety awareness training to their employees.
- d. CG employees are responsible to safeguard themselves, their fellow members, and government property entrusted to their care. Employees must also be familiar and comply with federal, state, local, and CG traffic safety requirements while operating motor vehicles.
- e. The command must ensure that their motor vehicles have the proper safety equipment available and are properly maintained. Refer to Safety and Environmental Health Manual, COMDTINST M5100.47 (series), or the servicing MLC(kse) safety staff for additional guidance.
- f. Seat belts shall be used in government motor vehicles at all times. Drivers shall not operate a motor vehicle until everyone in the vehicle has seat belts properly secured.
- g. Employees shall notify the vehicle manager of non-functioning seat belts in a government vehicle.
- h. Drivers of government vehicles shall not operate cellular phones while driving or stopped in traffic. Drivers must park the vehicle prior to making a call on a cellular phone.

Chapter 6 - Reports

A. General

1. General. All reports shall be submitted in electronic format. Reports required by CG HQ are mandated by GSA, Department of Energy, OMB or DHS Management Directive.

B. Vehicle Inventory

1. General. Inventory records are required for audit purposes and reported annually to GSA through DHS per federal regulation.
2. Core Accounting System (CAS). CAS is the Oracle database used to maintain the official CG inventory records. CG regional MFM are responsible for updating the CAS system, located on the CG FINCEN web site, with input from motor pool managers.
3. Unit Inventory Updates. Motor pool managers are responsible for reporting all changes (transfers, GSA Fleet Lease transactions (turn-ins, replacements and acquisitions), commercial lease transactions and CG owned asset transactions) of unit vehicle and trailer inventory to regional MFMs. This includes boat trailer transfers in conjunction with boat transfers. Motor pool managers shall provide all documentation required by regional MFMs and ensure the CAS system reflects current unit inventory and local documentation. Federal regulations severely restrict the purchase and lease of Class IV Sedans. Units shall report the requirement to employ Class IV Sedans for security or highly essential agency mission requirements to Commandant (CG-441 no later than 15 November annually). Any Class VI Sedan that can be replaced with a Class III Sedan or smaller without detriment to the mission must be scheduled for replacement.
4. Purchase of Vehicles and Trailers. Unit motor pool managers must provide procurement documentation and certificate of origin for all purchased vehicles and trailer to regional MFM for registration on CAS and issuing of DHS plates.
5. Commercial Lease of Vehicles and Trailers. Unit motor pool managers must provide procurement documentation and certificate of origin for all commercial leased (leases over 59 days) vehicles and trailer to regional MFM for registration on CAS and issuing of DHS plates. This includes CG procurement actions using GSA 751 Commercial Lease schedule. A vehicle leased through GSA Fleet Lease (which includes use of an MOU through GSA Fleet Lease) is considered an Interagency Fleet Lease not a CG commercial lease.
6. Required information on CAS. CAS records for vehicles shall include:
 - a. OPFAC
 - b. POC information
 - c. License Plate Number (system Tag Number)
 - d. Vehicle Identification Number (VIN; system Serial Number)
 - e. Description: for
 - (1) Trailers, describe by type (boat, utility, etc.) and GVWR
 - (2) Trucks, type (pickup, stake bed, etc.) and payload, towing capacity, cab type

- f. Value: for
 - (1) Purchases, use acquisition cost
 - (2) Transfers (DRMO), cost include transportation, modification and repair cost
 - (3) Commercial lease, use 1 year lease cost
 - (4) GSA Fleet Lease, use \$2 (Commandant (CG-842) decision)
- g. Year- model (manufacture) year of vehicle or trailer
- h. GSA Class
- i. Manufacturer
- j. Model

C. Vehicle Allowances, Fuel Consumption and Annual Forecast Report

1. General. Vehicle allowance lists shall be used as the motor pools/units annual forecast report and input into the CG's annual Federal Automotive Statistical Tool (FAST) report by Commandant (CG-441). A template and sample is provided on CG Central under CG-441, Coast Guard Vehicle Management Program page. The template also includes the fuel consumption report requirements. The report shall be submitted no later than:
 - a. Units to sectors by 1 July annually (HQ units and others not associated to fields chain of command report directly to Commandant (CG-441) by 1 July annually)
 - b. Sector to regional MFM by 15 July annually
 - c. Regional MFM to Commandant (CG-441) by 1 August annually
2. Vehicle Allowance List. Unit or motor pool vehicle allowance list shall include:
 - a. Current vehicle and trailer inventory
 - b. Additional vehicles required for full mission capability
 - c. Scheduled deletions (vehicles not required for future missions)
 - d. Required upgrades (increase of capabilities)
 - e. Required downgrades
3. Vehicle Allowance Change Request. All vehicle allowance changes shall be submitted to regional MFM and the appropriate budget office (District, area or HQ) for approval. Vehicle allowance change is defined as any change of number or capability of vehicles or trailers. This includes transfer of boat trailer within CG and mission reassignment of vehicles. Units require an approved vehicle allowance change request prior to acquiring a vehicle or trailer for any purpose.
4. Use of Alternative Fuels. For AFV capable of using more than one fuel (flex fuel or bi-fuel vehicles) repeat sections (d) and (e) for each type of fuel used. The most common types are E85 (85% ethanol fuel)/gasoline which have one tank (flex-fuel) and bi-fuel, gasoline and Compressed Natural Gas (CNG) which have separate tanks. In addition to bi-fuel and flex-fuel vehicles, diesel engines can use petroleum diesel (diesel) or a mixture of biodiesel and diesel. Use of biodiesel in blends of 20% biodiesel (B20) or

greater can be used for AFV credit and must be recorded on the Fuel Consumption Report.

5. Use of Hybrid Vehicles. Legally, hybrid vehicles are not considered bi-fuel or Alternative Fuel Vehicles. Hybrids should be considered in the strategy to reduce fuel consumption. Unfortunately, high incremental cost of hybrid and lack of vehicle types offered through GSA makes this option difficult to implement.

D. Expenditure Report

1. General. Automotive costs are not captured centrally through the financial database (CAS). Therefore, units shall keep records of automotive expenditures and report annually. Data from expenditure reports will be included in the mandatory annual OMB budget report via the FAST system by Commandant (CG-441) through DHS HQ. Units or motor pools shall provide input to CG HQ via an Excel spread sheet. The report shall be submitted no later than:
 - a. Unit to Sector by 1 July annually (HQ units and others not associated to fields chain of command report directly to Commandant (CG-441) by 1 July annually).
 - b. Sector to regional MFM by 15 July annually.
 - c. Regional MFM to Commandant (CG-441) by 1 August annually.
2. Required information. Units are not required to report GSA Fleet Lease bills, this information will be extracted from the FINCEN financial database. Expenditure reports shall include:
 - a. OPFAC assigned.
 - b. Fuel cost (for owned and commercial lease vehicles).
 - c. Maintenance and repair cost accomplished by vendors (all cost not billed through GSA Fleet Lease billing system)
 - d. Modification cost, equipment and labor (such as (but not limited to) pickup bed liners, emergency lights, electronic equipment, hitch systems, tire upgrades truck caps, etc.)
 - e. In-house facility cost (associated to CG run garage services, parts and maintenance)
 - f. Personnel cost (mechanics, administration, part-time & full-time)

E. Accident Reports

1. General. When involved in a motor vehicle accident, the operator shall complete the appropriate blocks of the Report of Motor Vehicle Accident (SF-91) and submit the form to unit safety officer and/or vehicle officer for additional processing. Copies of the SF-91 can be printed from the CG Forms Library. A copy of the SF-91 shall be kept in each vehicle in a storage compartment such as a glove box. If an accident occurs, the driver shall use the form to record information which in the appropriate spaces of the form. Safety and vehicle managers shall fill in the appropriate blocks and send copies to the appropriate government offices (such as GSA Fleet Management Offices for GSA Fleet Lease Vehicles). Unit vehicle managers shall contact CG regional MFM and discuss if

any further action is required regarding the SF-91. Forward copy of SF-91 to regional MFM.

2. Damage to Non-Government Property. For accidents involving damage to private citizen's property, unit vehicle or safety managers shall forward SF-91 to MLC Legal Claims Office.
3. Documentation. All documentation including copies of SF-91, police reports and MISHAP Reports shall remain on file at the unit and destroyed 6 years after case is closed.
4. Mishap Report. Vehicle Mishap Reports shall be entered into the E-Mishap database as per Safety and Environmental Health Manual, COMDTINST M5100.47 (series). Units may access the E-Mishap reporting system at:
<http://cgweb.lant.uscg.mil/kdiv/ksehomepage.htm>.
5. Overall safety information may be accessed at the Office of Safety and Environmental Health (CG-113) website: <http://www.uscg.mil/safety>.

Appendix A

ACRONYMS	TERM
ADA	Anti-Deficiency Act
AFV	Alternative Fuel Vehicle
ALTFUEL	Alternative Fuel (fuel for vehicle other than gasoline or diesel)
AOR	Area Of Responsibility
ATON	Aids To Navigation
ATV	All Terrain Vehicle
CAS	Core Accounting System (CG financial & inventory database)
CDL	Commercial Driver's License (issued by state motor vehicle departments)
CFR	Code of Federal Regulations , also known as Federal Management Regulation (FMR)
CG	Coast Guard
CNG	Compressed Natural Gas (an alterative fuel for vehicles)
CO	Commanding Officer
COTR	Contracting Officer's Technical Representative
DHS	Department of Homeland Security
DRMO	Defense Reutilization Management Office
EO	Executive Order
EO 13149	Executive Order, Green of the Government through Federal Fleet and Transportation Efficiency
EPACT	Energy Policy Act (1992 updated in 2005)
EV	Emergency Vehicle
EVOC	Emergency Vehicle Operator Course
FAST	Federal Automotive Statistical Tool
FED Fleet	Federal Fleet Council
FEEF	Facilities Energy Efficiency Fund (HQ controlled funding)
FINCEN	Coast Guard Finance Center (Chesapeake, A)
FMR	Federal Management Regulation, also known as Code of Federal Regulations (CFR)
FY	Fiscal Year
GVCWR	Gross Vehicle Combined Weight Rating (trailer, truck, payload)
GMV	Government Motor Vehicle
GSA	General Services Administration
GVWR	Gross Vehicle Weight Rating
HAZMAT	Hazardous Materials
HQ	Headquarters
HTW	Home To Work
IAW	In Accordance With
IMEAC	Interagency Motor Equipment Advisory Committee
ISC	Integrated Support Command
JFTR	Joint Federal Travel Regulation
KO	Contracting Officer (don't ask me why "K")

Appendix A to COMDTINST M11240.9C

LOA	Line Of Accounting
LSV	Low Speed Vehicle (as defined by 49 CFR 571.500)
MD	Management Directive
MFM	Motor Fleet Manager (regional position)
MLC	Maintenance Logistics Center
MLC LANT	Maintenance Logistics Center Atlantic (East Coast, Gulf , Great Lakes & mid west)
MLC PAC	Maintenance Logistics Center Pacific (west coast, Alaska and Hawaii)
NEV	Neighborhood Electric Vehicle (electric Low Speed Vehicle as defined by 49 CFR 571.500)
NHTSA	National Highway Traffic Safety Administration
NLT	Not Later Than
OJT	On the Job Training
OMB	Office of Management and Budget
OPFAC	Operating Facility, also known as Coast Guard Unit
OSHA	Occupational Safety & Health Administration
PE	Program Element (field in line of accounting code)
PES	Program Element Status (bank account monthly report)
PO	Purchase Order
POC	Point Of Contact
PMV	Private Motor Vehicle
PQS	Performance Qualification Standards
PR	Purchase Request
SAP	Coast Guard Simplified Acquisition Policy
SAR	Search And Rescue (type of Coast Guard mission)
SOP	Standard Operating Procedures
SPME	Special Purpose Motorized Equipment
SUV	Sport Utility Vehicle (passenger vehicle build for rough roads)
TAD	Temporary Assigned Duty, also known as TDY
TDY	Temporary Duty, also known as TAD
TO	Transportation of Freight Officer
U.S.C.	United States Code (Law)
VIN	Vehicle Identification Number
XO	Executive Officer

Appendix B

PRE-TRIP CHECK LIST

Before driving, make sure your vehicle and trailer maintenance is current. This is very important because towing puts additional stress on the tow vehicle.

- Check and correct tire pressure on the tow vehicle and trailer.
- Make sure the wheel lug nuts/bolts on the tow vehicle and trailer are tightened to the correct torque.
- Make sure receiver/draw bars connections are secure and pins are set properly.
- Make sure coupler is seated on the ball [or pintle is properly engaged].
- Tighten all coupler connections, check again to ensure coupler is seated properly on the ball hitch.
- Attach safety chains to hitch receiver (on truck) in a criss-cross fashion under the trailer tongue. Ensure chains are secured to trailer and tow vehicle. Chains should be loose enough to allow free movement of trailer but should not drag or bounce on pavement.
- Check that the wiring is properly connected — not touching the road, but loose enough to make turns without disconnecting or damaging the wires.
- Make sure all running lights, brake lights, turn signals, and hazard lights are working on both the tow vehicle and trailer.
- Verify that the brakes on the tow vehicle and trailer are operating correctly.
- Check that all items are securely fastened on and in the trailer.
- Be sure the trailer jack, tongue support, and any attached stabilizers are raised and locked in place.
- Check load distribution to make sure the tow vehicle and trailer are properly balanced front to back and side to side.
- Check side- and rear-view mirrors to make sure you have good visibility.
- Check routes and restrictions on bridges and tunnels.
- Make sure you have wheel chocks and jack stands.

Appendix C

Vehicle – Trailer Matching Checklist

Overview

Introduction This is meant to help units match an appropriate vehicle to a specific trailer.

NOTE: When obtaining weights, units should ensure that vehicles have a “normal” load in them. If a crew of four normally deploys and carries gear with them, then ALL weights should be obtained with the same people in vehicle with the same gear.

In this section This section includes the following information:

Topic

Trailer–Truck–Hitch Matching Guide

Self Check for Compatibility and Safety

Trailer-Truck-Hitch Matching Checklist

Trailer

1. _____ **GROSS TRAILER WEIGHT (GTW).** Obtained from trailer, boat (including gear) sitting detached from tow vehicle on scales. Boats should be at full fuel level and loaded with whatever gear is normally onboard during trailering operations. For utility trailers use maximum GVWR of the trailer (posted on identification plate).
2. _____ **TRAILER TONGUE WEIGHT (TTW).** This is usually obtained from detaching the trailer with normal load from the tow vehicle and weighing only the weight produced by the jack stand or nose-wheel. It is important to have the trailer adjusted to the height that it would be towed at.

Tow Vehicle

3. _____ **BASE CURB WEIGHT (BCW).** This is the weight of the vehicle with fuel and no passengers or cargo. This number can be obtained from the vehicle owner’s manual or the manufacturer.
4. _____ **GROSS VEHICLE WEIGHT (GVW).** This is the Base Curb Weight (BCW) plus the weight of any passengers and cargo. To obtain this weight, detach the trailer from the tow vehicle and weigh the vehicle with the passengers and cargo onboard. If crew and payload varies, use manufacturer’s Gross Vehicle Weight Rating (GVWR).

5. _____ GROSS AXLE WEIGHT – FRONT (FRONT GAW). This is the total weight placed on the front axle. To determine your FRONT GAW, drive your vehicle to a scale and with the trailer attached park only the front wheels of the tow vehicle on the scale. This is your FRONT GAW.
6. _____ GROSS AXLE WEIGHT RATING – FRONT (FRONT GAWR). This is the total weight the front axle is capable of carrying. This information is printed on the safety placard located on the driver’s door.
7. _____ GROSS AXLE WEIGHT REAR (REAR GAW). This is the total weight placed on the rear axle during towing operations. To obtain the REAR GAW place all four wheels of the tow vehicle leaving the trailer wheels off of the scale. From this number, subtract your FRONT GAW. This is your REAR GAW.
8. _____ GROSS AXLE WEIGHT RATING – REAR (REAR GAWR). This is the total weight the rear axle is capable of carrying. This information is printed on the safety placard located on the driver’s door.
9. _____ GROSS VEHICLE WEIGHT RATING (GVWR). This is the maximum allowable weight of the fully loaded vehicle.
10. _____ GROSS COMBINATION WEIGHT (GCW). This is the weight of the towing vehicle and fully loaded trailer, including passengers and any cargo (add #s 1 & 4).
11. _____ GROSS VEHICLE COMBINATION WEIGHT RATING (GVCWR). This is the maximum allowable weight of the towing vehicle and fully loaded trailer, including passengers and any cargo. This number is typically found in the owner’s manual or through your local dealer.
12. _____ MAXIMUM TRAILER TOWING RATING (MTTR). Maximum amount the vehicle is designed to tow. This number is typically found in the owner’s manual or through the manufacturer’s representative.

Hitch
System

13. _____ HITCH CAPACITY (HC). This is the weight that the hitch is designed to safely tow. This information is typically found on a plate attached to the hitch frame.
14. _____ TOW BALL RATING (TBR). This is the weight that the towing ball is designed to safely handle. It is typically stamped onto the top of the ball.
15. _____ TONGUE WEIGHT RATING (TWR). This is the weight that the hitch system is designed to safely support. This number is typically stamped on the hitch frame.
16. _____ DRAW BAR TONGUE RATING (DBTR). This is the tongue weight that the draw bar is designed to safely carry. This is typically found stamped on the top of the draw bar.

Self Check for Compatibility and Safety

Self
Check

1. _____ Is line 1 (GTW) less than line 12 (MTTR)? If no, then your vehicle is not authorized to tow the trailer.
2. _____ Is line 2 (TTW) 10-15% of line 1 (GVTW)? If no, then you may have an improperly loaded trailer. 10-15% is an industry standard, manufacturer's guidelines may be different. Do not exceed manufacture's recommendation for tongue weight.
3. _____ Is line 5 (FRONT GAW) less than line 6 (FRONT GAWR)? If no, you are overloading your front axle of the tow vehicle. Redistribution of weight or a different hitch system may be required to tow the trailer safely.
4. _____ Is line 7 (REAR GAW) less than line 8 (REAR GAWR)? If no, you are overloading your rear axle. Redistribution of weight or a different hitch system may be required to tow the trailer safely
5. _____ Is line 10 (GCW) less than line 11 (GVCWR)? If no, then your vehicle is not authorized to tow the trailer as loaded. The combination of your vehicle and trailer are greater than the vehicle manufacturer maximum capacity. Some possible remedies are to increase the size of the tow vehicle to one with a higher GVCWR, or lower the GCW by removing gear or passengers
6. _____ Is line 1 (GTW) less than line 13 (HC)? If no, then your vehicle is not authorized to tow the trailer. You are exceeding the capacity of the hitch system.
7. _____ Is line 1 (GTW) less than line 14 (TBR)? If no, then your vehicle is not authorized to tow the trailer. You are exceeding the capacity of the tow ball is rating. You will need to upgrade either your tow ball or the entire hitch system (See question 6).
8. _____ Is line 2 (TTW) less than line 15 (TWR)? You are exceeding the capacity the hitch system. You will need to upgrade your hitch system to one which has a higher TWR.
9. _____ Is line 2 (TTW) less than line 16 (DBTR)? You are exceeding the capacity the draw bar. You will need to upgrade your draw bar and/or your hitch system.

Self
Check
(cont.)

WARNING

Vehicle and trailer GVWR are based on ideal driving conditions. For conditions such as rough roads, adverse weather conditions and/or inexperienced drivers, loads should be less than maximum capacity whenever possible. Trucking standards suggest 80% of maximum capacity when one or more of the above conditions are present. In sever weather conditions; trucking standards suggest 63% of maximum capacity.