



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-LGT

2 August 2012

US ARMY GARRISON YONGSAN POLICY LETTER 4-2

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Non-Tactical Vehicle Policy

1. REFERENCES:

- a. United States Code, Title 31, Section 1344.
- b. DoD 4500.36-R.
- c. DoD 5500.7-R.
- d. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 August 2004.
- e. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005.
- f. EA REG 58-1.
- g. Current IMCOM Pacific Cost and Factors Handbook.

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

3. **APPLICABILITY:** This policy is effective immediately and applies to all users of the USAG Yongsan Transportation Motor Pool (TMP). It applies to all organic and leased vehicles.

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

a. Review and validate on a semiannual basis all justifications for NTV Class B support (EA Form 189). Review utilization mileage on a monthly basis and maintain a record of this review in TMP files. Unit with recalled Class B dispatch privileges will request Class C (daily dispatch) type transportation support from the USAGY TMP on a first come first served basis.

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

IMYN-LGT

SUBJECT: Non-Tactical Vehicle Policy

5. POLICIES

- a. Non-Tactical Vehicles (NTV) are for official use only (see paragraph 6).
- b. All vehicles will be returned to TMP clean (washed and vacuumed) and ready to be dispatched. Mileage will be recorded at the end of dispatch by operator.
- c. The TMP will select vehicles best suited to complete the requested mission; therefore, it is critical that a detailed justification be submitted. If a recurring dispatch (Class B vehicle) is not dispatched (picked up) from TMP by 0900 on the assigned dispatch day, it will revert back to the pooled vehicle usage (Class C dispatch) unless previous coordination has been made.
- d. NTVs are used to meet official administrative transportation needs. All personnel will make maximum use of scheduled military shuttle bus service for local travel. Customers desiring NTV support must submit a vehicle request form to the TMP.
- e. NTVs will not be used for off-road operations, tactical or field operations (to include exercises) or on unimproved dirt roads. This does not apply to four-wheel drive vehicles designed specifically for such use.
- f. Use of cell phones during operation is prohibited, vehicle must be safely parked or a hands-free device utilized. The only exceptions to this will be emergency responders, such as military police, ambulance, fire emergency, Explosive Ordnance Disposal (EOD), and hazardous material responders executing an actual emergency response.
- g. Staff sections of non-organic Eighth Army units are required to reimburse the TMP, USAG Yongsan, in accordance with established Inter-service Support Agreements (ISSA). Reimbursement will be made in accordance with the current Installation Management Command Pacific (IMCOM-P) Cost Factors Guide or actual cost.
- h. The TMP will use Class C NTVs to meet peak workloads, replace NTVs undergoing maintenance repairs (not scheduled services) on a case-by-case basis, provide support for exercises, and other non-recurring requirements. Vehicle requests are filled on a first come first served basis (Garrison Common Levels of Support have first priority). Class C vehicle requests will be accepted no earlier than 30 days prior to requested date for use and not later than 72 hours prior to requested date of use. Personnel requiring use of a Class C NTV for temporary duty that is more than 100 miles from home station will coordinate with the destination TMP for support. This is a non-reimbursable action, unless it exceeds Army Common Levels of Support standards or is covered as a reimbursable service in an existing ISSA or Memorandum of Agreement. TMP VIL Keys will be issued for Class C vehicles of short distance (not to exceed 100 miles round trip) requirement missions only.
- i. Leasing NTVs is costly and will be kept to a minimum. Use of pooled NTVs, as well as use of existing shuttle services or commercial transportation, is required before considering leased NTVs. All requests for a lease of NTVs must be fully justified, endorsed by the first O-6 Commander in the requesting unit's chain of command or O-6 staff principal in the chain of

IMYN-LGT

SUBJECT: Non-Tactical Vehicle Policy

command, and submitted to the TMP. All requests for a lease will be accompanied with sufficient funds for the estimated cost of the lease.

(1) Long Term Lease: There will be a periodic review of all long term NTV leases conducted by the principal offices/units semi-annually and submitted to the unit resource manager. The unit resources manager will then submit to DOL for forwarding to IMCOM-Pacific for approval.

(2) Short Term Lease: Short-term leases will not exceed 60 calendar days. Approval for short-term lease is the first O-6 level commander or O-6 principal staff officer in the chain of command.

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

j. Damaged Vehicles

(1) Supported units accept full responsibility for safe operation of vehicles. The using unit is responsible for all repair costs should damage occur to the NTV while under its control. If the using unit has drivers from other units tasked to operate vehicles, the using unit is responsible for the vehicle, not the tasked driver's unit.

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

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

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

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

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

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

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

IMYN-LGT

SUBJECT: Non-Tactical Vehicle Policy

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

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

(d) Using units are responsible for payment of vehicle damages IAW AR58-1. FLIPL actions or Statement of Charges against individuals are the using Unit responsibility.

(e) Process the FLIPL to finance for assessing liability against the individual. The unit is responsible for providing a Work Breakdown Structure (WBS) or MIPR if not in GFEBs of the cost of the repairs (funds collected by finance through pay deduction go to the U.S. Treasury).

k. Bus Services

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

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

(b) DoD contractor personnel conducting official defense business.

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

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

(a) Off-duty military personnel not in uniform or DoD civilian employees.

(b) Reserve and National Guard members.

(c) Family members of active duty personnel.

(d) Retirees.

(e) Visitors to the installation (intra-installation only).

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

(4) All pets must be secured in a pet carrier. If any rider is allergic to a pet, the owner and pet will be refused service. The owner and pet can either wait for the next bus or find alternate transportation.

(5) Bus drivers will ensure that:

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

IMYN-LGT

SUBJECT: Non-Tactical Vehicle Policy

(b) All cargo and baggage is properly secured.

(c) Bus undercarriages are locked at all times. Pets will not be placed, transported or stored in undercarriage.

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

(e) The bus is checked for foreign objects (e.g. lost items, possible explosive devices) at start and end of every run.

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

(g) Buses depart and arrive as close to scheduled stop times as possible. To accomplish this, bus drivers are authorized to slow down or pull completely off the roadway if running ahead of schedule. Under no circumstances will bus drivers block a roadway or impede vehicular traffic to do so. Drivers will obey the speed limit and traffic rules at all times.

6. OFFICIAL USE OF NONTACTICAL VEHICLES

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

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

c. Transportation may be provided to/from the airport for individuals traveling on official orders e.g. PCS, TDY, or emergency leave.

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

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

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

IMYN-LGT

SUBJECT: Non-Tactical Vehicle Policy

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

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

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

7. EXERCISE SUPPORT

a. All requests for NTV support during major exercises e.g. KR&FE and UFG will be submitted to Eighth Army ACof S, G4, Plans and Operations Branch. Units must submit requests NLT the final planning conference for that exercise; Usually 60-75 days prior to the exercise. This includes all units serviced by USAGY.

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

8. RESTRICTIONS

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

b. NTVs are not authorized for personal errands or side trips. NTVs must not be used for transportation to, or parked at AAFES/commissary/dining facility/MWR facilities unless that employee is on official government business or TDY. Unit/activity commanders or their designated representatives must approve all exception to this guidance.

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

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

IMYN-LGT

SUBJECT: Non-Tactical Vehicle Policy

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

f. Military personnel will wear duty uniform while operating NTVs unless specifically authorized otherwise by the commander or staff agency director of the requesting activity. Approval to operate NTVs in other than duty uniform will be properly documented on the vehicle request. The duty requiring civilian clothes to be worn must be part of the Soldier's job as specified by current Army regulations. The regulation will be specified in the request or the request will be denied.

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

9. PENALTIES FOR NTV MISUSE

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


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

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

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

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

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


MICHAEL E. MASLEY
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Commanding

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