



**DEPARTMENT OF THE ARMY
U.S. ARMY FORT DEVENS
DEVENS, MASSACHUSETTS 01434-4424**

IMNE-DEV-ZA

4 March 2009

MEMORANDUM FOR RECORD

SUBJECT: Department of the Army (DA) Policy, Official Use of Nontactical Vehicles (NTVs)

1. References:

- a. Title 31, United States Code, Section 1344
- b. Title 31, United States Code, Section 1349(b)
- c. AR 58-1, Management, Acquisition and Use of Motor Vehicles, Jan 00
- d. DOD 4500.36R, Management, Acquisition and Use of Motor Vehicles, Jul 81

2. Reference 1(a) requires that NTV's be used for official purposes only. In addition, unless approved by the Secretary of the Army, domicile-to-duty (D-T-D) transportation is not official transportation.

3. Reference 1(b) mandates a minimum 30 day suspension for any employee or officer who willfully uses or authorizes the use of any government owned passenger motor vehicle for other than official business.

4. NTV's will not be authorized:

- a. For transportation of personnel to social or non-government related business functions.
- b. For transportation to commissaries, post exchanges (including all concessions), bowling alleys, restaurants, officer and noncommissioned officers clubs, gyms or any non-appropriated fund activity, unless personnel using the vehicles are on official government business.
- c. For transportation of DA personnel over all or any part of the route between their home and places of employment/duty (D-T-D) unless specific written authorization is received from the Secretary of the Army.

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5. NTV's may be authorized by the garrison commander or installation transportation officer:

a. To transport military and civilian personnel officially taking part in public ceremonies, field demonstrations, and parades directly related to official activities.

b. To transport Army personnel and their family members on emergency leave to the nearest commercial transportation site to ensure arrival at the embarkation point prior to the departure of the first available flight, bus, or train if commercial transportation is not adequate.

c. To transport individuals attending official functions. Except as otherwise authorized IAW (f) below, this transportation must take place between place of work and the location where the function is held (i.e., it may neither begin nor end at the individual's home).

d. For use in conjunction with temporary duty (TDY) when public transportation is not available or its use is impractical.

e. When an individual requires transportation for official purpose between his/her home and an airport or other common carrier terminal and other adequate means of transportation are not available. In the national capital region, DODD 4515.7 provides additional restrictions.

f. When the Secretary of the Army approves in writing D-T-D transportation for the following reasons.

(1) It is considered essential in response to highly unusual circumstances that present a clear and present danger, and public or private transportation cannot be used.

(2) An emergency exists.

(3) When other compelling operational considerations make such transportation essential to the conduct of business.

(4) When necessary for personnel engaged in intelligence, counterintelligence, protective services, criminal law enforcement duties, or "field work" (e.g., recruiters).

g. To transport spouse of Army personnel only when traveling to an official function with the Army or civilian member and the transportation of the spouse does not result in additional expense to the Army.


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6. The use of NTVs is restricted to official purposes only. Questions concerning the "official use" of a vehicle are resolved in compliance with statutory provisions and AR 58-1. As a general rule, official use does not include trips to the Post Exchange, snack bars, mini marts, local eating establishments, gym, or post housing areas.

7. When NTVs are parked unattended during the course of a mission, the NTV will be securely locked and the individual NTV key and General Service Administration (GSA) vehicle credit card will be kept in the possession of the vehicle operator.

8. A copy of this memorandum will be maintained in all NTV log books. Questions concerning the above will be directed to the Fort Devens Installation Transportation Officer at 1-978-796-2654 or frances.therrien@us.army.mil.


for STEVEN W. NOTT
LTC, IN
Commanding