DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-5015

REPLY TO ATTENTION OF:

EANC-GS-LS

31 JUL 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #40 - Nontactical Vehicle Standard for Requesting Support and Usage Policy

1. REFERENCES.

a. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 28 Jan 00.

b. AR 735-5, Policies and Procedures for Property Accountability, 10 Jun 02.

c. Eighth U.S. Army Regulation 58-1, Management and Use of Nontactical Vehicles, 9 Apr 02.

d. 19th TSC Policy Letter 19, Property Accountability, Responsibility, and Management.

e. Current U.S. Army Cost Factor Guide, 02 CFG-Table.

2. PURPOSE. This policy letter provides guidance for all 19th Theater Support Command (TSC) units on the policies and procedures for requesting, operating, and managing Nontactical Vehicles (NTV). This policy also identifies the support given by the Area Commanders regarding NTV requests from 19th TSC units.

3. APPLICABILITY. This policy is effective immediately and applies to all military and civilian personnel assigned or deployed in support of the 19th TSC mission in the Korean Theater of Operations.

4. DEFINITIONS AND ACRONYMS.

a. Class A – Continuing Assignment: For individuals designated by the Secretary of Defense or Secretary of the Army.

b. Class B – Recurring Dispatch: Vehicles assigned to a unit for daily recurring official business.

c. Class C – Pooled Vehicles: Vehicles not covered under Class A and B.

5. OFFICIAL USE OF NONTACTICAL VEHICLES.

a. The use of Army owned or leased NTVs is restricted to official use only as defined in AR 58-1, para 2-3. Drivers will record the vehicle mileage in the dispatch log on DD Form 1970 (Motor Equipment Utilization Record) at the end of each day.

b. All vehicle operators must possess the following documents for official NTVs use:

(1) Valid OF 346 (US Government Motor Vehicle Operators Identification Card) or USFK 134EK (USFK Motor Vehicle Operators Permit) with appropriate vehicle qualification, along with the Winter Driving Stamp.

(2) Valid DD Form 2A (US Armed Forces Identification Card).

c. Drivers accept full responsibility for the safe operation of dispatched vehicles. The using unit is responsible for all repair costs when vehicle is involved in an accident, regardless of dollar amount or fault (AR 735-5). In the event of an accident or vehicular damage due to negligence, the using unit is responsible for initiating a Report of Survey in accordance with AR 735-5 and will provide a copy to the Korea Region Office (KORO) and the servicing TMP.

d. United States Code, Title 31, Section 1344, states that official purposes shall not include transportation between domiciles and places of employment except in cases specifically approved in writing by the Secretary of the Army. Exceptions to this provision are as follows:

(1) Transportation may be provided between lodgings and duty stations 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, and other conditions that justify their use (AR 58-1, para 2-3i).

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

(3) NTV support of groups may be provided for authorized and officially sanctioned activities depending on the availability of assets. The responsible commander or designated representative will determine if failure to provide such service would have an adverse effect on the morale of the service members and the unit's mission. The use of these assets will not jeopardize support of higher priority requirements (AR 58-1, para 5-5a).

(4) Personnel who are authorized domicile-to-duty transportation by the Secretary of the Army may share such transportation with others individuals on a space available basis. However, deviation from the normal route and additional expenditure of time or money by the US Government in order to accommodate these additional passengers is not authorized.

e. The spouse of a government employee may be transported in an Army motor vehicle only when accompanying the military member or civilian employee in the government vehicle. The use of this vehicle must already be authorized to accomplish official business and there is space available. The ordering of a larger or additional vehicle to take advantage of the spouse transportation provision is considered misuse (AR 58-1, para 2-3b).

f. All personnel will make maximum use of scheduled military shuttle bus service for local travel in areas where service is provided. Requestors desiring Class B vehicle support must provide written justification to the Area Commander for approval.

g. Effective 4 June 1996, the Office of the Secretary of Defense authorized fare-free shuttle service from BOQ/BEQ to work site and return for personnel assigned on an unaccompanied tour in Korea. Shuttle service must be an existing route and deviation from the existing route is not authorized. This approval does not authorize any personnel to dispatch a NTV for domicile to duty transportation.

h. Requestors from 19th TSC may receive Class C NTVs due to maintenance, exercise support and peak workloads.

i. Requestors with approval for Permissible Operating Distance (POD) will coordinate support with the destination TMP when traveling more than 100 miles from home station. This is a nonreimbursable action, unless it is in support of DODDS, or is covered as a reimbursable service in an existing Interservice Support Agreement (ISA).

6. RESTRICTIONS.

a. The use of NTVs is not authorized for transportation over any part of the route between home and place of duty unless specifically authorized by exceptions covered by Title 31 or DA policy and regulation.

b. NTVs will not be used to conduct personal business or transport soldiers to and from the PX, Commissary, Shoppette, Class VI, Bowling Center, and/or commercial eating establishments. Exceptions to this policy are personnel on TDY where government dining facilities are not available, or specified stated on the TDY orders.

c. Approval of NTVs requests is not based on rank, prestige, or personal convenience.

d. All military and civilian personnel assigned or deployed in support of the 19th TSC mission in the Korean Theater are prohibited from using NTVs in tactical, field and off-road operations, or on unimproved dirt roads. However, this does not apply to four-wheel drive vehicles designed specifically for such use. The TMP will select and provide the appropriate type of vehicle to complete the mission.

e. Military personnel assigned, attached or deployed to the 19th TSC, will wear duty uniform while operating NTVs unless specifically authorized by any Commanding Officer or Staff Principal holding the rank of LTC and above. Approval to operate NTVs in other than duty uniform will be documented on the vehicle request and the vehicle dispatch.

f. The consumption or transportation of alcoholic beverages in US Government vehicles is not authorized.

7. AREA COMMANDERS OR THEIR DESIGNATED REPRESENTATIVES PROVIDE SUPPORT BY:

a. Reviewing and validating all justification for administrative vehicular support for 19th TSC units on a monthly basis and maintain records for the NTV Class B support on an EA Form 189 (Semiannual Vehicle Support Justification) at the TMPs.

b. Acting as the approving authority for 19th TSC nonrecurring requests that exceed the POD 100 miles. Commanders of 19th TSC units will ensure maximum use of commercial transportation for trips that exceed the POD.

c. Approving authority for NTV extensions for special or exercise support.

d. The Installation Transportation Officer (ITO) will approve NTV leases for less than 60 days. Leases for over 60 days will be submitted through the Area Commander with final approval by KORO.

8. EXERCISE SUPPORT.

a. All requests for NTV support during UNC/CFC/USFK exercises will be submitted through command channels to ACofS, G4, Eighth U.S. Army (EAGD-P-PE). Requests are prioritized per the exercise directive and identified requirements. Units must submit requests

NLT the beginning of the mid-planning conference for each exercise. As a general rule, this is 60-75 days prior to the exercise dates. Units using MIPR funds will submit their requests directly to the local servicing TMP.

b. All NTVs will be returned NLT 5 days after ENDEX.

9. SUPERSESSION. This policy supersedes 19th TSC Policy Letter #40, 14 Jan 03.

10. Point of contact is ACofS, G4 at 768-8999/7706.

JEANETTE K. EDMUNDS
Major General, USA
Commanding

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