



Department of Defense Education Activity
DIRECTIVE-TYPE MEMORANDUM

NUMBER 15-F&BO-001

DATE July 23, 2015

LOGISTICS DIVISION

SUBJECT: Non-Tactical Fleet Management Information System

Reference: Under Secretary of Defense (Acquisition Technology and Logistics)/Director of Acquisition Resources and Analysis Memorandum "DoD Non-Tactical Fleet Management Information System," April 1, 2014

Purpose. In accordance with Reference (a), this memorandum establishes Department of Defense Education Activity (DoDEA) policy to implement the use of the Defense Property Accountability System (DPAS) as the DoDEA Enterprise Solution for Fleet Management Information System (FMIS).

Applicability. This Directive-Type Memorandum applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam); and all DoDEA Area and District Superintendents, School Administrators, Teachers, and Support Staff.

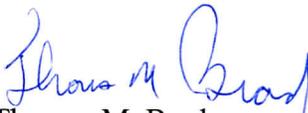
Definition. Non-tactical vehicle (NTV): Any commercial vehicle, trailer, material handling equipment, or engineering equipment that carries passengers or cargo acquired for administrative, direct mission, or operational support of military functions. All DoD sedans, station wagons, carryalls, vans, and buses are considered "non-tactical."

Policy. It is DoDEA policy to implement the use of DPAS as DoDEA's FMIS. The use of DPAS to manage the DoDEA's NTV fleet will provide a centralized system to identify, collect, and analyze motor vehicle data with respect to all costs incurred for the operation, maintenance, acquisition, and disposition of motor vehicles.

Responsibilities. See Attachment

Procedures. An implementation plan providing detailed instructions will be distributed in the near future.

This Directive-type Memorandum is effective immediately and shall be converted to a new DoDEA Instruction within 1 year.


Thomas M. Brady
Director

JUL 23 2015

Attachment:
As stated

ATTACHMENT
RESPONSIBILITIES

1. DODEA HEADQUARTERS (HQ) LOGISTICS DIVISION. The DoDEA HQ Logistics Division will:
 - a. Build the framework for managing the NTV fleet within DPAS.
 - b. Coordinate training for and access to DPAS based on the role of each user.
 - c. Manage DoDEA's compliance.
2. AREA ACCOUNTABLE OFFICERS. The Area Accountable Officers will ensure all DoDEA-owned, GSA-leased and/or commercially-leased NTVs are accurately inputted into DPAS.
3. AREA OFFICE LOGISTICS DIVISIONS. The Area Office Logistics Divisions will:
 - a. Appoint one individual to the role of Maintenance and Utilization (M&U) Officer, overseeing the implementation of the NTV fleet management program.
 - b. Ensure the M&U Officer completes DPAS training and obtains access to DPAS.
 - c. Coordinate all actions relating to the NTV fleet management program with DoDEA HQ Logistics Division.
4. AREA AND DISTRICT OFFICES. The Area and District Offices will:
 - a. Appoint personnel to manage dispatch functions for their assigned vehicles.
 - b. Ensure dispatchers complete DPAS training and obtain access to DPAS.
5. EMPLOYEES AND CONTRACTORS OPERATING DODEA NTVS. The employees and contractors operating DoDEA NTVs will comply with dispatch requirements. These requirements include entering details about the use of NTVs, such as mileage, time in, and out, onto vehicle log sheets.