



DoDEA ADMINISTRATIVE INSTRUCTION 4500.01

ACQUISITION, MANAGEMENT, AND USE OF DoDEA NON-TACTICAL VEHICLES

Originating Division:	Logistics Division
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Approved by:	Thomas Brady, Director

Purpose: This Issuance implements policy, assigns responsibilities, and provides procedures for the operation and administration of Department of Defense Education Activity (DoDEA) owned, leased, and operated non-tactical vehicles (NTV).

TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION	3
1.1. Applicability.	3
1.2. Policy.	3
1.3. Information Collection.	3
SECTION 2: RESPONSIBILITIES	4
2.1. DoDEA Director.	4
2.2. DoDEA Chief of Transportation.	4
2.3. Regional/Headquarters Program Analyst.	4
2.4. District Logistics Chief.	5
2.5. District Transportation Supervisor.	5
2.6. Non-Tactical Vehicle Dispatcher.	6
2.7. Non-Tactical Vehicle Operator.	7
SECTION 3: AUTHORITY, AUTHORIZATION, ACQUISITION, AND ALLOCATION	9
3.1. Authority.	9
3.2. Authorization.	9
3.3. Allocation.	10
(1) School Complex	11
(2) District Transportation Personnel.	11
(3) Region and District Office.	11
3.4. Acquisition.	11
SECTION 4: NON-TACTICAL VEHICLE USAGE	13
4.1. Use of Non-Tactical vehicles.	13
4.2. Non-Tactical Vehicle Fleet Management Information System Usage.	16
GLOSSARY	19
G.1. Acronyms.	19
G.2. Definitions.	19
REFERENCES	23
APPENDIX	24
Appendix 1: Non-Tactical Vehicle Justification Template	24

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Issuance applies to the Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas/Associate Director for Performance and Accountability (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); (referred to collectively in this issuance as "DoDEA Region Directors for Student Excellence"); and all DoDEA Region, District, and Community Superintendents, School Administrators, Teachers, and Support Staff.

1.2. POLICY. DoDEA requires policy concerning the usage of NTV in performance of mission requirements. Vehicles will be used by government and contractor personnel to transport children and staff to needed locations. This policy will provide for better accountability across the Activity. This Issuance will allow metrics to be created and tracked to provide better efficiencies and reduce costs. DoDEA is required under the Department of Defense (DoD) Manual 4500.36 to track usage utilizing standards put in place by the DoD.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures laid out in the Issuance. Any collection of information must follow all applicable federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR.

- a. Appoints in writing a DoDEA Fleet Manager (FM) to oversee the NTV fleet. The appointee is typically the Chief of Transportation, but may be any employee assigned to the DoDEA Headquarters (HQ) Logistics Division.
- b. Delegates authority as necessary to ensure mission requirements are accomplished.
- c. Provides safe and adequate NTV fleet for usage across DoDEA enterprise.

2.2. DODEA CHIEF OF TRANSPORTATION.

- a. Serves as DoDEA FM to establish baseline NTV distribution and associated infrastructure, consistent with this policy and provide supplemental guidance as appropriate.
- b. Approves all DoDEA new and renewal requests for NTV acquisition (owned, U.S. General Services Administration (GSA), Commercial Lease, military provided).
- c. Determines optimal fleet size and composition (i.e., fuel or energy type and NTV class) consistent with Executive Order 13693 and supplemental guidance as provided by GSA and DoD.
- d. Registers, identifies, and marks NTVs consistent with Executive Order 13693.
- e. Annually reports alternative fuel NTV data in accordance with Executive Order 13423.
- f. Incorporates NTV operation and use policies in internal audit programs.
- g. Using this Issuance as a guide, the DoDEA FM will review, determine excess NTVs and direct turn-ins of excess vehicles in accordance with Section 3.3.a (4) of this Issuance.

2.3. REGIONAL/HEADQUARTERS PROGRAM ANALYST.

- a. Reviews, coordinates, and implements DoDEA written policy governing official use of NTVs in the region.
- b. Develops regional supplemental NTV management policy as necessary to enhance the NTV program in accordance with DoDEA HQ approval to ensure consistency throughout the Activity.
- c. Identifies NTV requirements to include minimum required and on-hand quantities required. Requirements should be substantiated using NTV usage data and submitted to the FM for final review/approval.

- d. Ensures NTV fleet utilization is maximized based upon efficient scheduling and dispatching of assigned NTVs to reduce the need for short-term leases to support a surge or emergency condition.
- e. Maintains operational awareness of NTV fleet utilization and analyzes all fleet information and user surveys to forecast new requirements.
- f. Monitors and ensures fleet operation in compliance with local, state, and country rules and regulations.
- g. Provides direction to district staff to regulate budget cycle requirements and control budgeting process.
- h. Manages and submits a Fleet Management Plan as requested by the DoDEA FM.
- i. Manages the NTV data within Defense Property Accountability System (DPAS) and coordinates accountability issues with the Accountable Property Officer (APO).
- j. Gathers data from districts for reports or data calls, inputs into Federal Automotive Statistical Tool (FAST) or when directed by the FM.

2.4. DISTRICT LOGISTICS CHIEF.

- a. Reviews, closely coordinates and implements DoDEA written policy governing official use of NTVs in their district.
- b. Mass transportation requests and emergency bus services are coordinated closely with local commands in the event of natural disaster or other circumstances in which DoDEA NTV support is requested by the installation commander.
- c. Establishes a local Permissible Operating Distance (POD) for NTV travel in order to track metrics. This document will be submitted to the Regional Program Analyst and/or installation Motor Pool (MP) for approval. A one-way distance not to exceed hundred (100) miles should be used as a guide.
- d. Reviews, evaluates and approves NTV requests exceeding the established POD.

2.5. DISTRICT TRANSPORTATION SUPERVISOR.

- a. The District Transportation Supervisor (DTS) will be responsible for overall transportation program requirements for an assigned district to include student transportation and NTV fleet management.
- b. DPAS Maintenance and Utilization (MU) will be utilized to perform requirements and DTS will be responsible for ensuring delegated personnel are appropriately trained. The DTS will be responsible for assigning personnel, within a Student Transportation Office (STO) or alternate to perform the duties as the DPAS MU Dispatch Specialist.

c. Establishes the NTV Dispatcher and ensures coordination and communication requirements are thoroughly addressed with all stakeholders. In the event dispatch duties are assigned outside the supervision of the DTS, it is the responsibility of the District Logistics Chief to coordinate with the District Superintendent to formalize duty delegation and requirements.

d. Tracks assigned/local NTV fleet status and determines critical NTV shortfalls. When required, report additional NTV requirements to the District Logistics Chief and provides necessary justification.

e. Maintains a current status of any NTV dispersed due to natural disaster, security, or other issues (to include NTVs that are routinely parked in remote parking areas due to space limitation in the main parking area).

f. Coordinates and collaborates with Regional FM to ensure all NTV requirements meet needs of mission as well as assist with reporting requirements, as needed. DTS will ensure dispatching requirements are completed at least monthly to include mileage, fuel and other items, which will be used to develop metrics and cost efficiencies.

2.6. NON-TACTICAL VEHICLE DISPATCHER.

a. The day-to-day management of assigned NTVs through usage of DPAS MU as the Fleet Management Information System (FMIS) will be delegated to a member of the STO or personnel at the school/community level depending on the resources available.

b. Ensures adequate equipment and supplies for operator care, checks, and services on assigned NTV fleet are on-hand.

c. Accounts for all NTVs, equipment, and supplies assigned to his/her Area of Responsibility. Dispatches NTVs through DPAS MU is required for vehicles directly owned or leased by DoDEA and are being used to perform duties associated with the DoDEA mission. DPAS MU dispatch will occur on a monthly basis with no need to dispatch daily. This will allow for monthly reporting of NTV usage for analysis.

d. Obtains NTV licensing support from host installation (if such support is not available in-house) and ensures only properly licensed individuals operate NTVs.

e. Submits a local POD request to the District Superintendent's Office (DSO) or installation MP for coordination with the Regional FM. A one-way distance of one hundred (100) miles should be used as a guide; however, the distance may be shorter or longer based on needs of the organization.

f. Maintains liaison with state, local, and host nation authorities for NTV operation matters.

g. Requests short-term NTV lease/rental agreement through the DTS for DoDEA HQ FM approval prior to initiating a procurement request for a contract with commercial vendors.

h. Arranges delivery of NTVs to/from contract repair facilities.

i. Periodically inspects the NTVs to ensure they possess required operational safety devices, full first aid kits, accident instructions, and all necessary forms (Standard Form (SF) 91 and SF 94).

j. Reports all accidents to the STO, DTS, District Logistics Manager, Contracting Officer Representative (COR), GSA and/or local host installation providing the NTV and assist them in obtaining information as necessary to the investigation. Reports must also be filed with DoDEA HQ FM. HQ will coordinate any requirements related to personal injury or reimbursement with Office of General Counsel.

2.7. NON-TACTICAL VEHICLE OPERATOR.

a. Operates DoDEA NTVs for official government use only.

b. Complies with this Issuance and any other applicable regulations including Federal, State, local laws, host country and host installation pertaining to the proper safe and efficient operation of DoDEA's NTVs. The wearing of seatbelts when operating government vehicles for all occupants is mandatory.

c. Reports traffic violations, accidents, or damage occurring while having custody of or when operating a DoDEA NTV to Dispatcher and DTS.

d. Performs pre-driving inspection and reports any deficiencies to the NTV Dispatcher. Submits documents related to any incident as required by the NTV issuing authority.

e. Reports suspension or revocation of his/her State NTV operator license as required by the NTV issuing authority.

f. Reports any change in personal physical condition that may adversely affect his/her ability to operate a DoD NTV.

g. Utilizes appropriate alternative fuels in alternative fuel or dual-fuel NTVs to the maximum extent practicable.

h. Maintains the NTV in a clean, fueled state and ensures all safety equipment required by Federal, State, local and host nation and host installation is functional and onboard the NTV.

i. Are physically, mentally, and emotionally ready to operate an assigned vehicle. Any deviation from this readiness must be reported to an appropriate supervisory authority.

j. Activities prohibited for all operators include:

(1) Utilizing hand-held wireless phones or other personal electronic devices while operating a DoD-owned or -leased NTV. Hands free devices such as Bluetooth are permitted.

(2) Consuming food while operating a DoD-owned or -leased NTV.

(3) Consuming alcohol in NTVs or failing to comply with Federal, State, or local laws and regulations regarding the driving or operation of motor vehicles while intoxicated or under the influence.

(4) Using tobacco products, to include e-cigarettes, in a DoDEA NTV.

(5) Consuming medicines or drugs that contain warnings that use may impair driving or vision, or other necessary functions performed by safe drivers.

SECTION 3: AUTHORITY, AUTHORIZATION, ACQUISITION, AND ALLOCATION

3.1. AUTHORITY.

a. This Issuance establishes DoDEA standards and procedures for managing all NTVs acquired through the GSA, commercial sources, or from other DoD organizations. All DoDEA NTVs, regardless of acquisition or cost, will have accountable property records established in DPAS managed by the activity's APO. In the event an installation is responsible for delivering vehicles to a DoDEA entity directly, it will be the responsibility of the DTS to account for these vehicles on a localized inventory outside of DPAS. This will allow for the accountability of all DoDEA usable assets across the Activity and will help to ensure budgetary validation is accomplished utilizing established metrics. This data will be reportable in the same manner as DPAS required documentation except it will be kept at the district level and reported up to the DoDEA HQ FM on an as needed basis. Processes for DoDEA HQ Transportation requirements will be provided in separate correspondence.

b. DoD Manual 4500.36 is further augmented in-depth and detail for DoDEA use by this publication and related Regional Office instructions.

c. All NTVs will be marked for identification purposes in accordance with Appendix 3 to Enclosure 5 of DoD Manual 4500.36.

d. Any DoDEA-controlled NTV operated on the roadways must meet National Highway Traffic Safety Administration standards and be registered in the Fleet Motor Vehicle Registration System (FMVRS) if located in the U.S.. Vehicles located outside the U.S. must meet appropriate host nation safety requirements for on-road use and be licensed by a governing authority.

e. Utility vehicles and all-terrain vehicles (e.g. John Deere Gator) that do not meet FMVRS standards will not be operated on the roads and streets on or off base without host installation commander authorization. Utility vehicles not meeting FMVRS requirements are considered equipment. Utility vehicles that do meet FMVRS standards for operation on streets are designated Low Speed Vehicles and must adhere to all requirements of this Issuance and Executive Order 13514; thus requiring their data be reported in FAST and DPAS MU.

3.2. AUTHORIZATION.

a. DoDEA's domestic fleets (U.S., Puerto Rico, Guam, and territories of the U.S.) must comply with NTV fuel efficiency requirements. This does not apply to NTVs exempted by law; typically vehicles acquired or operated in foreign countries.

b. DoDEA adopts Class I vehicles as defined in DoD Manual 4500.36 as the standard vehicle, but Class II vehicles may be acquired when the need can be justified.

c. Only the FM can approve the acquisition of new and replacement NTVs. All DoDEA organizations must obtain FM approval prior to purchasing, initiating, or renewing any commercial lease, GSA lease, or host installation provided NTVs.

d. DoDEA shall limit NTV body size, engine size, and optional equipment to what is essential to meet the mission and to achieve maximum fuel efficiency. GSA NTVs or host installation provided NTVs should be used when feasible and be cost effective as they will source NTVs that meet fuel efficiency guidelines.

e. New and additional NTV requirements should be satisfied by:

(1) Use of existing installation operated DoD shuttle bus or taxi services.

(2) Redistribution of existing assets to meet the requirement without causing an overall increase in NTV authorizations.

(3) Support of the requirement through the use of alternative transportation resources.

f. The Regional/HQ Analyst shall conduct a review to validate NTV fleet requirements every three years and prior to submitting a procurement action for leased NTV contract or replacing GSA leased vehicles and forward it to the FM for approval. The users of the NTV shall complete the NTV Justification Template, located at Appendix 1 of this Issuance to, for each NTV. The request will be kept on file for comparison during the next review.

3.3. ALLOCATION.

a. DoDEA will conduct a Vehicle Allocation Methodology (VAM) annually as required by DoD Manual 4500.36 to determine the optimal fleet inventory to meet the Activity's mission requirements and identify resources necessary to operate those fleets effectively and efficiently. This methodology will also assist with identifying unnecessary or non-essential NTVs to possibly eliminate from the Activity's fleet inventory and to promote the cost-effectiveness of maintaining the fleet throughout the lifecycle.

(1) Annual utilization guidelines are outlined in Executive Order 13693.

(2) In cases where a NTV does not meet minimum mileage requirements, NTV utilization will be reviewed by the FM. Any NTVs that deviate significantly from annual utilization guidelines will be analyzed by considering factors such as number of passengers, tonnage carried and hours used as required by Section 5(e) and Section 5 (f) of Enclosure 4 of DoD Manual 4500.36.

(3) Leased NTVs not meeting utilization or mileage requirements will be immediately returned to GSA or if commercially-leased, at an appropriate time determined in coordination with the Contracting Officer. Utilization will be determined as meeting mileage requirement of 9,000 miles for passenger vehicles and 7,500 miles for light trucks as set forth in Table 1. Annual Minimum Utilization of Enclosure 4 of DoD Manual 4500.36.

b. Utilization guidelines shall apply to all DoDEA NTVs.

c. NTV utilization shall be reviewed at least annually to ensure that effective asset employment is being achieved.

d. Basic NTV allocations are established by the FM. Current table of allowance for NTVs is based on:

(1) School Complex. Each school complex is allocated one NTV to pick up supplies, official mail, and to deliver excess property to Defense Reutilization and Marketing Office (DRMO). Schools that are geographically separated and unable to efficiently share a NTV or require multiple vehicles at each location may request NTVs as needed to meet mission requirements by requesting authority from DoDEA FM.

(2) District Transportation Personnel. One NTV to perform contractor surveillance, route planning, safety and security assessments, respond to accidents, or any other transportation requirement, if unable to use the NTV assigned to the school complex. Regardless of the number of vehicles assigned to the District Office, the DTS has a vehicle permanently assigned to them.

(3) Region and District Office. The FM shall determine the number and makeup of NTVs needed to support the region and district offices based on mission requirements such as; number of employees traveling to schools, NTVs to move official mail, DRMO runs, and warehouse operations.

3.4. ACQUISITION.

a. DoDEA organizations acquire NTVs from the most cost-effective source, which may be GSA, commercial lease, commercial marketplace or obtained thru another DoD entity (Installation MP). All NTV acquisitions shall be conducted in a manner consistent with Executive Order 13423, Executive Order 13514, Executive Order 13693, DoD Instruction 5000.64, and DoD Instruction 5545.02. Guidance for conducting cost-comparison studies may be found at DoD Manual 4500.36. All Federal procurement laws and regulations must be followed in the acquisition process. Except for NTV's purchased for overseas use, GSA is the mandatory source for the purchase of NTVs for DoDEA users.

b. All NTVs acquired within the DoD shall be limited to the minimum body size and maximum fuel efficiency to meet DoD policy. Requests for additional NTVs, changes of class type, or annual re-validation shall be coordinated thru the DTS, District Logistics Chief, Regional/HQ Analyst, and Regional Director before submitting to the FM using the NTV Justification Form located at Appendix 1 of this Issuance.

c. The acquisition of passenger sedans, station wagons, mini-vans, and Sport Utility Vehicles by purchase, lease, or other means shall be limited to those designated as Class I, II, and III by GSA and pursuant to DoD Manual 4500.36.

d. DoDEA may lease NTVs from commercial sources when one or more of the following conditions exist:

(1) The lease will provide a cost benefit to the U.S. Government.

(2) Unforeseen, peak load or emergency requirements arise that must be satisfied before NTVs can be obtained through either GSA fleet or purchase.

(3) Host-nation laws or Status of Forces Agreements (SOFA) prevent the use of Government-owned NTVs.

(4) NTVs are not immediately available from GSA fleet.

e. DoDEA will strictly adhere to the short-term and long-term lease policies found in the DoD Manual 4500.36 which states any lease exceeding one hundred and twenty-one (121) days require FM approval.

f. The following standard applies to DoDEA-owned or -operated school buses:

(1) DoDEA overseas schools may use foreign-made buses for contracted services where host-nation laws and regulations will apply instead of the requirements included in accordance with Title 49 of the United States Code. The regional logistics personnel must be familiar with the host-nation standards applicable to vehicles used to transport students including those with disabilities. If the host-nation standards are not acceptable for the safe transport of special needs students, additional safety requirements should be included in the contractual statement-of-work where feasible and reasonable. For example, where host-nation law does not require a seat belt on all seats of a vehicle used to transport special education students, the contract may require seat belts on all seats of a special education vehicle used under the contract.

g. The following requirements apply to DoDEA-owned or -operated school buses used for special needs dependents:

(1) Motor vehicles used solely to transport special needs students must be equipped with a seat belt for each passenger.

(2) Motor vehicles used to transport students who normally use wheelchairs must be equipped with lifting device or a ramp that can be secured to the vehicle.

SECTION 4: NON-TACTICAL VEHICLE USAGE

4.1. USE OF NON-TACTICAL VEHICLES.

a. The use of all NTVs controlled by DoDEA including those owned, GSA-leased, or commercially-leased will be restricted to official purposes only. When questions arise about the official use of a NTV, they will be resolved in favor of strict compliance with statutory provisions of the DoD Manual 4500.36 and the policies of this issuance.

(1) Transportation to, from, or between locations will not be provided by DoDEA for the purpose of conducting personal business or engaging in other activities of a personal nature by civilian personnel, members of their families, or others.

(2) Official non-DoD visitors invited to participate in DoDEA activities may be provided fare-free transportation between commercial transportation terminals and visitation point.

(3) When it is determined that NTV transportation is required, the following methods will be considered to the extent they are available and capable of meeting transportation requirements.

- (a) DoD scheduled bus service.
- (b) DoD specially scheduled leased or owned bus service.
- (c) Van pools.
- (d) Host installation NTV centrally dispatched "taxicab" operation, if available.
- (e) Voluntary use of Personal Occupancy Vehicle on a reimbursable basis.
- (f) Commercial taxicab on a reimbursable basis.
- (g) DoDEA NTVs individually dispatched to licensed Federal employees.

(4) Spouses and dependents are not permitted to operate DoDEA NTVs unless they are employed directly by DoDEA and the mission mandates such usage.

b. Pooling of NTVs may be a more efficient use of resources. Region Offices and DSOs establish a NTV pool to better support the assigned staff's travel requirements to local schools. The Region Office/DSOs will assign a dispatcher responsible for gathering mileage and reporting the condition of the NTV.

c. DoDEA personnel shall adhere to local host installation airport transportation policy to include using the installation airport shuttle service. DoDEA NTVs shall only be used when the shuttle service is not available and not used for personal convenience.

d. DoDEA NTVs may not be used for personal or government directed household goods movements. Members are not provided NTV support for moves related to on-base renovation or

Installation Commander-directed relocations. Members facing such moves are authorized to receive all appropriate personal property shipping entitlements.

e. Breakfasts, luncheons, dinners, icebreakers, socials, holiday parties, picnics, booster clubs, fridge funds, fundraisers, dances, military balls, and similar events, clubs, or functions on or off-base are not considered official, and as such, are not authorized NTV support.

f. Employees and their dependents will not use NTV transportation for personal social engagements or personal business. Employees and their dependents may use publicized, regularly scheduled transportation services (e.g., shuttle buses, airport transportation service) on a space-available basis. Larger NTVs will not be provided to accommodate space-available passengers.

g. Unless incident to the performance of official duty, NTVs may not be used for transportation to or parked at commissaries, base exchanges (including all concessions), bowling centers, officer and enlisted clubs, gymnasiums or any Non-Appropriated Funds activity (e.g., golf courses, rod & gun clubs) unless approved.

h. Employees traveling in Permissive Temporary Duty (PTDY) or Administrative Leave status are not authorized dedicated appropriated funded NTV transportation support. Employees in this duty status may use public and regularly scheduled transportation services (e.g., shuttle buses, airport transportation service) on a space-available basis.

i. Temporary Duty (TDY) assignments associated with DoDEA directives.

(1) Transportation may be provided between lodgings and duty stations for personnel on TDY when public, commercial services, or host installation transportation is inadequate or nonexistent. The TDY status of an individual does not necessarily justify the use of a DoD NTV. Use of DoDEA NTVs will always be predicated on need, distance involved, and other conditions that justify their use. When an adequate DoD, public, or commercial transportation system is available, the use of any individual NTV or commercial rental car is prohibited.

(2) When a DoD-owned or –controlled NTV authorized for use while on TDY, the NTV will be operated between places where the person’s presence is required for official business or between such places and temporary lodging.

(3) Personnel may use a government-owned NTV when proceeding on TDY directly from their domicile when the FM determines it would be impractical or more costly to have the DoD member obtain the NTV from the normal duty station before leaving on the directed TDY.

(4) Personnel operating a DoDEA NTV require proper licensing prior to operating the NTV. In the overseas areas, personnel in a TDY status from a different country may not operate a DoDEA NTV unless that individual possesses the proper SOFA license for the country in which the NTV is operated (e.g., personnel stationed in Italy may not operate a DoDEA NTV in Germany because the Italian SOFA license is not valid outside of Italy). The NTV dispatcher is responsible for ensuring TDY personnel are properly licensed before providing them with a NTV.

(5) Transportation by a DoDEA NTV will not be provided when the justification is based solely on rank, position, prestige, or personal convenience.

j. The use of DoDEA NTVs to transport individuals from their domicile to place of employment or home-to-work (commonly known in DoD as domicile-to-duty (DTD)) is not considered transportation for official purposes. No DoDEA personnel are authorized DTD, and therefore NTVs will not be at a domicile for other than official business.

k. DoDEA's fleet of buses may enhance the host installation ability to provide support during contingency operations (e.g. Non-Combatant Evacuation Operation). Regional FM must approve such use via a Memorandum of Agreement or Inter-Service Support Agreement, in accordance with DoD Instruction 4000.19 and structure the NTV commercial lease contracts accordingly.

l. Contractor-Operated NTVs includes the following:

(1) Contractors will ordinarily furnish NTVs needed in performing government contracts; however, DoDEA may lease school buses and source drivers by separate contract if there is a cost savings. Proper analysis must be accomplished to show the cost savings over a conventional contract where a contractor provides busses and drivers or where bus service is not commercially available.

(2) Contracts and agreements will require that operators comply with licensing requirements of country, state, local, and host installation NTV laws. DoDEA contractor employees assigned to operate either government-owned/-leased equipment in performance of their contract will be certified by the contractor and at the contractor's expense as being fully qualified to operate the NTVs or equipment to which they are assigned. The prime contractor will document all operator qualifications. This documentation will be provided to the administrative contracting officer before any contract employee engages in any mode of equipment operation. The administrative contracting officer will retain documentation.

(3) Contractors that have DoDEA Facilities related contractual responsibilities will not use NTVs unless specifically provided for in their contract with DoDEA/Government.

m. NTV Accident Procedures includes the following:

(1) In the event of an accident, the operator and passengers shall not leave the scene until authorized by law enforcement personnel. Personnel will report motor vehicle accidents with injuries utilizing the DoDEA policy via an Accident Injury Report (AIR).

(2) The Regional FM shall ensure each district has developed specific accident reporting procedures to ensure the host installation licensing office and Regional Office is notified.

(3) All accidents should be reported thru the District to DoDEA HQ Logistics and Safety using SF 91 and SF 94 and/or any additional forms required by host nation and pursuant to DoD Manual 4500.36.

n. Reports and analysis includes the following:

(1) At the end of each month, the dispatcher shall collect the odometer mileage from all DoDEA assigned NTVs (GSA, commercial lease, or military provided) and input the data into the automated NTV management system, DPAS MU.

(2) Annually and as requested, the DTS shall analyze mileage and dispatch logs sheets to develop a report for the FM addressing NTVs with low utilization and corrective measures. All NTV's not meeting DoD mandates for acceptable mileage must have a thorough justification submitted to the DoDEA HQ FM for approval or risk the discontinuation of NTV services.

(3) The Regional FM shall analyze all DTS submitted reports, consolidate and submit to the FM annually and address corrective action on NTVs with low utilization.

o. Fuel reporting includes the following.

(1) The DTS shall review fuel billing monthly to validate for accuracy and input into DPAS MU.

(2) The DTS shall review and forward a consolidated report on fuel utilization to the Regional FM as requested.

(3) The Regional FM shall review, analyze, and collect fuel use data to ensure it meets DoD requirements.

(4) Additional reports and information shall be provided to DoDEA HQ as needed to meet DoD and GSA reporting requirements.

4.2. NON-TACTICAL VEHICLE FLEET MANAGEMENT INFORMATION SYSTEM USAGE.

a. DoDEA will use DPAS MU as its FMIS. The use of DPAS to manage 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. This is required as part of Executive Order 13693.

b. DoDEA has implemented a MU training matrix which identifies training requirements for each level within DoDEA to reflect requirements for the STO, District, Region, and HQ personnel. Training requirements may be modified as requirements tied to reporting and accounting structures change.

c. Responsibilities for FMIS usage includes:

(1) DoDEA HQ Logistics Division will:

(a) Build the framework for managing the NTV fleet within DPAS.

(b) Coordinate training requirements and access to DPAS based on the role of each user.

(c) Manage DoDEA's compliance with DoD reporting requirements.

(d) Ensure FMIS training requirements are included in Regional and District level personnel performance standards.

(2) Regional Program Analysts will:

(a) Ensure all DoDEA-owned, GSA-leased and/or commercially-leased NTVs are input into DPAS.

(b) Perform utilization analysis as directed by HQ personnel.

(3) District Logistics Management Supervisor will:

(a) Appoint one individual to the role of DPAS MU officer, typically the DTS, to oversee the implementation of the NTV fleet management program within each District.

(b) Ensure all field level personnel complete assigned DPAS training and obtain access to DPAS.

(c) Coordinate all actions relating to the NTV fleet management program with DoDEA HQ Logistics Division.

(4) District Transportation Supervisor will:

(a) Appoint personnel at installation and/or school level to manage dispatch and utilization functions for their assigned vehicles.

(b) Ensure dispatchers complete DPAS training and obtain access to DPAS.

(c) Validate dispatch and utilization input each month for their particular district and coordinate any discrepancies to regional personnel.

(d) Ensure FMIS training requirements will be included as part of STO personnel performance appraisal elements.

(5) STO/School Level Personnel will:

(a) Ensure dispatching of vehicles will take place each month. Assigned vehicles will be checked out on the first business day of each month and checked back in on the last business day of each month utilizing the Dispatch tool within DPAS MU.

(b) Input monthly utilization data for each assigned vehicle no later than five (5) business days of the next month into DPAS MU.

(c) Employees and contractors operating DoDEA NTVs shall comply with dispatch and utilization requirements. These requirements include entering details about the use of NTVs, such as mileage and time in and out, onto vehicle log sheets.

d. Procedures for FMIS Usage includes the following:

(1) Training requirements have been developed at DoDEA HQ and will be updated as necessary to ensure field level personnel are aware of the requirements associated with inputs into DPAS MU.

(2) Users are required to submit necessary paperwork to DoDEA HQ to ensure required DPAS MU access is granted.

(3) Utilization surveys will take place on a monthly basis. There is no need to dispatch nor record utilization on a daily basis without a true dispatching authority.

(4) While the DoDEA FM is ultimately responsible for the implementation of this Issuance, he/she can and will delegate tasks to ensure all DoD mission requirements associated with DPAS MU are in place.

GLOSSARY

G.1. ACRONYMS.

AIR	Accident Injury Report
APO	Accountable Property Officer
DPAS	Defense Property Accountability System
DRMO	Defense Reutilization and Marketing Office
DSO	District Superintendent's Office
DTD	Domicile-to-Duty
DTS	District Transportation Supervisor
FAST	Federal Automotive Statistical Tool
FM	Fleet Manager
FMIS	Fleet Management Information System
FMVRS	Federal Motor Vehicle Registration System
GSA	General Services Administration
HQ	Headquarters, DoDEA
MP	Military Police
MU	DPAS Maintenance and Utilization Module
OF	Optional Form
NTV	Non-Tactical Vehicle
PTDY	Permissive Temporary Duty
POD	Permissible Operating Distance
SF	Standard Form
SOFA	Status of Forces Agreement
STO	Student Transportation Office
TDY	Temporary Duty
VAM	Vehicle Allocation Methodology

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance.

administrative support. Common support of installations and personnel using commercial design NTVs. All DoD sedans and most station wagons are included in the administrative support category.

alternative fuel NTVs. A NTV capable of operating on alternative fuels such as methanol denatured ethanol, and other alcohols; mixtures containing eighty-five percent (85%) or more (or such percentage, but not less than seventy percent (70%), to provide requirements relating to cold start, safety, or NTV functions) by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels; natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels (other than alcohol) derived from biological materials; electricity (including electricity from solar energy); and any other fuel that is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits.

auxiliary parking areas. Areas located away from a main motor pool parking that are designated by the installation commander as temporary parking areas for NTVs operating in the immediate vicinity of an activity.

commercial facilities. Facilities used to provide services by private or commercial firms. Does not include in-house contractors.

domicile. A place of residence, regardless of where located including government quarters, excluding TDY residences.

field work. Work performed by an employee whose position requires the employee's presence at various locations that are at a significant distance from the employee's place of employment (itinerant type travel). The designation of a work site as a "field office" does not, of itself, permit the use of a U.S. Government passenger carrier for transportation.

identification. The legend "For Official Use Only," the name or title of the DoD Component by which the NTV is used, and the NTV registration number.

Identification card. The GSA Optional Form (OF) 346, U.S. Government Motor Vehicle Operator's Identification Card or an Activity-issued identification card that names the types of NTVs the holder is authorized to operate. Contractors will not be issued an OF 346.

identification document. An official identification form issued by an Agency/Activity that properly identifies the individual as a Federal employee of the Agency/Activity.

incidental operator. An employee, other than one occupying a position officially classified as a NTV operator, who is required to operate a U.S. Government-owned or -leased NTV to properly carry out his or her assigned duties.

installation or activity. Real property owned or leased by the U.S., and under the jurisdiction of one of the DoD components, including family housing designed for rent for residential use by civilian or military personnel of the DoD components.

lodging. Temporary sleeping place or quarters.

maintenance. All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, and classification as to serviceability, repair, rebuilding, and reclamation.

NTV accident. An occurrence involving a NTV resulting from a collision with another moving or stationary object, an upset, falling or flying object, fire, flood, lighting, earthquake, or other Acts of God. Mechanical failures resulting from operator abuse or negligence are not accidents under this definition.

NTV. Any commercial vehicle, trailer, material handling 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."

official purposes. Any application of a NTV in support of authorized DoD functions, activities, or operations, consistent with the purpose for which the NTV was acquired.

operations. Those functions associated with the organization responsible for administering, planning, directing, and controlling the assignment and movement of transportation equipment and drivers in the transporting of personnel and cargo.

operator. An employee who is regularly required to operate DoDEA NTVs.

operator inspection and service. Those maintenance inspections and functions performed by the operator, before, during, and after operation to ensure the NTV is safe and serviceable.

permissible operating distance. The maximum distance in a given direction to which an activity normally shall dispatch administrative use NTVs. A distance of one hundred (100) miles one way is considered the normal permissible operating distance.

pooling. A technique to ensure minimum assets are required to service the maximum number of requirements and to provide centralized control. NTVs are rotated to get an even distribution of mileage on similar NTV types at an installation.

public transportation. Transportation that is or may be made available by a commercial firm or public utility on a regularly scheduled basis as a part of its public service and for which fares are collected.

shuttle service. This fare-free service is established to meet DoD requirements and operates only in duty areas.

special purposes NTVs. NTVs used or designed for a specialized function.

State license. A valid driver's license that would be required for the operation of similar NTVs for other than official U.S. Government business by the States, District of Columbia, Puerto Rico, or territory or possession of the U.S. in which the employee is domiciled or principally employed.

sub-pools. An element of the central transportation motor pool that is required to be physically located in another area due to lack of space, mission requirements, or geographic conditions of the installation.

taxi service. Transportation services provided by NTVs dispatched with drivers on an "on-call" basis without appreciable delay or the need for prior arrangement for service. Taxi service NTVs may or may not be radio-equipped.





REFERENCES

- DoD Instruction 4000.19, “Interservice and Intragovernment Support,” August 9, 1995
- DoD Instruction 5000.64, “Accountability and Management of DoD Equipment and Other Accountable Property,” May 19, 2011
- DoD Instruction 5545.02, DoD Policy for Congressional Authorization and Appropriations Reporting Requirements,” December 19, 2008
- DoD Manual 4500.36, “Management, Acquisition, and Use of Motor Vehicles,” July 15, 2015
- Executive Order 13423, “Strengthening Federal Environmental, Energy, and Transportation Management,” January 24, 2007
- Executive Order 13514, “Federal Leadership in Environmental, Energy, and Economic Performance,” October 8, 2009
- Executive Order 13693, “Planning for Federal Sustainability in the Next Decade,” March 19, 2015
- GSA Optional Form 346 (OF 346), “U.S. Government Motor Vehicle Operator’s Identification Card,” November 1985
- GSA Standard Form 91 (SF91), “Motor Vehicle Accident Report,” February 2004.
- GSA Standard Form 94 (SF94), “Statement of Witness,” February 1983
- United States Code, Title 49

APPENDIX

APPENDIX 1: NON-TACTICAL VEHICLE JUSTIFICATION TEMPLATE

NTV Justification			
RESET			
<input type="checkbox"/> New <input type="checkbox"/> Recertification: Vehicle Tag #: _____ <input type="checkbox"/> DoDEA Owned <input type="checkbox"/> GSA Lease <input type="checkbox"/> Commercial Lease <input type="checkbox"/> Military Assigned			
I. USER INFORMATION			
a. Requestor Name:	b. School/Office	c. Email:	d. Duty Phone:
II. VEHICLE REQUIREMENT			
a. Vehicle Location (Installation):		b. School or Off Site Location:	c. Building #:
d. Number Personnel in Division/Workcenter:	e. Passengers transported per trip:	f. Number of Trips per Month:	g. Expected Annual Mileage/Hours
h. Cargo requirements: Load dimension and weight of items transported:		Length:	Width: Height: Weight:
i. Do other departments or programs utilize this vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:			
j. What type of vehicle or equipment do you require?			
l. Describe how this vehicle is used to support your mission. Attach an additional sheet if necessary.			
m. Describe how the mission is currently supported without this vehicle and impact if a vehicle cannot be provided. Attach an additional sheet if necessary.			
III. SPECIAL REQUIREMENTS:			
a. List additional equipment required:			
b. Towing Requirements:			c. Weight being towed:
d. Require: <input type="checkbox"/> 4X4 or <input type="checkbox"/> SUV Provide justification and attach an additional sheet if necessary.			
V. CONTRACTOR USE OF VEHICLE			
a. Do contractors operate this vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Skip this section			
b. Name of Contractor:			
c. Required per contract? <input type="checkbox"/> Yes <input type="checkbox"/> No; If yes, attach copy of contract		d. Contractor maintains private insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
VI. GENERAL QUESTIONS			
a. How is vehicle use controlled?		b. Vehicle used after duty hours or on weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
c. Vehicle is on scheduled runs? (e.g. parts run every Tuesday?) <input type="checkbox"/> Yes <input type="checkbox"/> No; Explain:			
d. Can work be done via scheduled service, shuttle bus, taxi or installation motor-pool service? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Explain:			
e. Does the vehicle operate off base or cross active city roads that have speed limit above 35mph: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, skip next question			
f. Could a Low Speed Vehicle (LSV) be used? e.g. GEM, Gator, etc. <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Explain:			

VII. ADDITIONAL COMMENTS			
DISTRICT USE ONLY			
District:	Name:	Date:	Signature: 
<input type="checkbox"/> Concur	<input type="checkbox"/> Non-Concur	Remarks:	
AREA OFFICE USE ONLY			
Area: Select 	Name:	Date:	Signature: 
<input type="checkbox"/> Concur	<input type="checkbox"/> Non-Concur	Remarks:	
HQ USE ONLY			
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date:	Signature: 
Remarks:			