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**Transportation**

**OFFICIAL USE OF VEHICLES AND MISUSE  
REPORTING (PA)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes policy for official use of government owned, rented, leased vehicles and scooters at Kadena AB, implements AFPD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*, and outlines vehicle misuse reporting procedures. It applies to all units that operate Air Force vehicles (owned or leased) assigned to the 18th Wing. This publication also applies to the Air National Guard and US Air Force Reserve.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by Title 10, United States Code, Section 133. Systems of Records notice F024 AF IL C, Motor Vehicle Operators' Records, applies.

**SUMMARY OF REVISIONS**

Under PACAF reengineering initiatives, the fleet management office no longer administers the Vehicle Misuse Program. The Misuse Program and reporting procedures is under the responsibility of the Operator Records and License Office. New or revised material is indicated by an bar (|).

**1. General.** Use of government-owned or leased vehicles (GOVs), to include scooters, for personal reasons is a violation of statutory law (40 U.S.C. Section 491), Federal Travel Regulation U3200, Joint Travel Regulations C2050, DoD 4500.36-R, and Air Force Instruction 24-301. One simple rule applies with respect to official use of government vehicles: Use of all DoD motor vehicles, including those rented or leased, are restricted for official purposes only, that is, uses that would further the mission of the Air Force. Providing a government vehicle solely or even principally to enhance the comfort or convenience of the member(s) is not permitted. Refer requests not conforming to governing directives to the Vehicle Operations Superintendent or Vehicle Operations Officer.

**2. Misuse.**

2.1. Offenses for misuse of government vehicles/scooters can lead to serious penalties. Misuse and/or failure to prevent misuse of government vehicles are punishable under Title 31 U.S.C. Section 1349. Military personnel are subject to disciplinary actions under provisions of the Uniform Code of Military Justice or other administrative procedures deemed appropriate. Civilian personnel are subject to suspension from duty by the SECAF, without pay, for not less than 1 month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant.

2.2. All suspected government vehicle misuses will be reported to the Vehicle Operations Operator Records and License (ORL) Office during normal-duty hours and to vehicle dispatch after-normal-duty hours (24-hour operation). An initial joint technical assessment between the unit's Vehicle Control Officer (VCO) and ORL personnel will be conducted using this instruction, Air Force directives and DoD regulations upon notification of misuse. If joint assessment reveals a misuse violation has occurred, ORL personnel will forward a detailed report to the appropriate unit commander. The vehicle operations officer and/or superintendent in turn, requests a written reply. The response must include actions taken to prevent reoccurrence of similar misuse cases.

2.3. All cases must be logged and filed for audit and reference purposes in ORL. Case files must contain date of misuse, unit involved, case number, date VCO was notified, and date the report was sent to the unit commander.

### 3. Temporary Duty Personnel Vehicle Use.

3.1. Due to the lack of public transportation on Kadena AB, transportation may be provided between lodging and Naha International Airport. The temporary status of personnel arriving at Kadena AB does not necessarily justify the use of a government vehicle. Use of the vehicle will always be predicated on need, distances involved, availability, and other conditions that justify their use. The use of base taxi service or aircrew bus service can be used in lieu of a U-Drive-It vehicle.

3.2. Authorized uses by TDY personnel:

3.2.1. Authorized use of GOVs by TDY personnel differs from permanent-party personnel in that they may use GOVs to obtain suitable meals, go to drug stores, barber shops, places of worship, lodging, base exchanges, and all non-appropriated fund activities, i.e., golf courses, bowling alleys, and base theaters on Kadena AB. Unless conducting official business or transiting to quarters, TDY personnel will not take vehicles off base to include Okuma Recreation Area, under any circumstances, unless approved by the Vehicle Operations Officer/Superintendent.

3.2.2. TDY personnel operating vehicles off base must possess a USFJ Form 4, **Vehicle Operators Permit (PA)**, AF Form 2293, **USAF Motor Vehicle Operator Identification Card (PA)**, or OF Form 346, **US Government Motor Vehicle Operators Identification Card (PA)**, validated by the ORL or Vehicle Dispatch office for GOV operation.

3.2.3. TDY personnel will not take GOVs to military family housing quarters unless there is an official government purpose for doing so.

3.2.4. TDY personnel, to include transient aircrew members, are encouraged to use the 24-hour military taxi provided by Vehicle Operations to maximum extent possible. Military taxis will provide service between billeting, work centers and all authorized locations.

### 4. Unauthorized uses by TDY personnel.

4.1. Use of GOVs for transportation to or from any other installation on Okinawa is prohibited unless performing official duties including all requirements in paragraph 3.2.2.

## 5. Permanent Party Personnel Vehicle Use.

5.1. All government vehicles are restricted to official use only and such use should not create a perception that will reflect unfavorably on the Air Force or cause public criticism. Official use determinations must include all pertinent factors, and as a minimum, should consider whether use is essential to complete a DoD mission and consistent with the intended use of the vehicle.

5.2. Authorized uses of GOVs by permanent party personnel (non-inclusive):

5.2.1. Official use for active-duty personnel includes transportation to or from Air Force scheduled appointments, i.e., record checks, dental appointments, hospital outpatient appointments, etc. However, base military taxis are the preferred method for fulfilling these requirements.

5.2.2. Units may provide transportation to military and civilian personnel officially taking part in public ceremonies, parades and field demonstrations. This is not to be interpreted as authority to transport family members or friends invited to attend activities such as retirements, promotions, award ceremonies, funerals, or other similar type functions.

5.2.3. When authorized transportation to Naha International Airport pursuant to official business, family pets may be transported on a space available basis if such transportation is non-detrimental to the mission. Size of scheduled vehicle will not be increased to accommodate the pet. It is the member's responsibility to ensure the pet is secured (leashed or caged) and any damage caused by the pet will be charged to the pet's owner.

5.2.4. The following quick response units are authorized to take a unit response vehicle to the base dining facility, Burger King, Popeyes, and shoppette for sustenance only.

Security Police (Armed-patrol personnel)

Fire Department

Crash Recovery

Ambulance (Emergency response only)

Barrier Maintenance

5.2.5. On-duty Fire Department personnel may park vehicles at education facilities to attend college classes, gyms and ball fields during intramural sporting events.

5.2.6. Air Force commanders with overall responsibility for operations or installation security and have a 24-hour emergency response and continuous communication requirement, are authorized command and control vehicles. Authorizations for these are strictly limited to key personnel positions, especially in light of statutory restrictions on the use of government vehicles for "domicile-to-duty" transportation (31 U.S.C.1344). Only the 18WG/CC and the 353 SOG/CC are authorized command and control vehicles. Incidental use of command and control vehicles, to include travel to physical conditioning facilities, eating places, the post office, cleaners, banks, etc., is authorized. This authority accommodates the commander's around-the-clock responsibility to assure an immediate response and communication capability with the acknowledged need to accomplish certain task related to personal health and sustenance. This incidental use should be

exercised reasonably and at no significant cost to the government. All other “official use” constraints, as described in AFI 24-301, *Vehicle Operations*, Chapter 2, including the provision on spouses and family members travel, apply to command and control vehicles. In case of leave or extended absence from the duty station, the commander passes command and control authority to the individual assuming the responsibility.

5.3. Unauthorized uses of GOVs for permanent-party personnel are the same as TDY personnel with the following additions:

5.3.1. All transportation of dependents is the sole responsibility of the military sponsor. Family members can ride on a space-available basis at no additional expense to the government; however, the size of vehicle will not be increased to accommodate family members.

5.3.2. As a general rule, do not provide GOV support to spouses at additional expense to the government when accompanying the member on official business. The spouse may travel with the member, at added expense, only when there is an unquestionable official requirement for the spouse to actually participate. Spectators at functions are non-participants. Space-available travel is authorized as long as it does not add travel distance and the size of the vehicle does not increase.

5.3.3. Personnel on house hunting will not be provided base-level transportation support. Housing office can, if circumstances dictate, transport personnel using organization vehicles.

5.3.4. Exclusive assignment of GOV (owned, rented, or leased) to one official or employee based on grade, prestige or personal convenience is unauthorized.

5.3.5. Transportation to on-base dining facilities is a personal responsibility. Only those identified in paragraphs 3.2. and 5.2.4. are authorized to take a GOV to the dining facilities. Others who can fully justify this privilege must forward request through ORL for review and routing for consideration by the 18 WG/CC for approval.

5.3.6. Do not use GOVs for personal or household moves. The Traffic Management Office authorizes appropriate moving entitlements. Only under emergency conditions can GOVs be used to support moves. The installation Commander makes that determination. The installation commander may delegate the authority to make that determination.

5.3.7. Unless conducting official duties or on TDY status, do not use or park GOVs at commissaries, base exchange, bowling centers, officer or enlisted club, gymnasium, or any NAF activity.

5.3.8. Except for base varsity sports teams, personnel on permissive TDYs are not authorized appropriated transportation. Scheduled space-available transportation may be used without added expense to the government.

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