

11 JULY 2002



Transportation

**OFFICIAL USE OF VEHICLES AND MISUSE
REPORTING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 354 TRNS/LGTO (MSgt Salgado)
Supersedes 354FWI24306, 24 Sep 99

Certified by: 354 LG/CC (Col Gimmi)
Pages: 6
Distribution: F

This instruction establishes policy for official use of government owned, rented, and leased vehicles at Eielson AFB, implements AFDPO 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*, and outlines vehicle misuse reporting procedures. This instruction applies to all units that operate Air Force vehicles (owned or leased) assigned to the 354th Fighter Wing.

1. General. Use of government owned/leased vehicles (GOVs) for personal reasons is a violation of statutory law (40 U.S.C. Section 491), Federal Travel Regulation U3200, Joint Travel Regulations C2050, DOD 4500.36R, and Air Force Instruction 24-301. One simple rule applies with respect to official use of government vehicles: Restrict use of all DoD motor vehicles, including rented and leased, to official purposes only, that is, uses that would further the mission of the Air Force. Providing vehicle(s) 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 Flight Superintendent or Vehicle Operations Flight Commander.

2. Misuse:

2.1. Offenses for misuse of government vehicles can lead to serious penalties. Misuse and/or failure to prevent misuse of government vehicles is 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 Flight Dispatch Office (24-hour operation). When Vehicle Operations is notified, an initial joint technical assessment between the unit's Vehicle Control Officer and Fleet Management personnel will be conducted using this instruction, Air Force directives, and DoD regulations. If joint assessment reveals a misuse violation has occurred, Vehicle Operations personnel will forward a detailed report to the

appropriate unit commander through the transportation commander who, in turn, may request a written reply. If requested, 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 Vehicle Operations. 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. An annual report will be compiled and forwarded to 354 LG/CC for review. Report is due to LG/CC NLT 15 Jan for the previous year's results.

3. Safety and Security:

3.1. All vehicle operators (*TDY, permanent party, and civilian*) are responsible for the safe operation of assigned vehicles. Perform care and maintenance inspections prior to use for all GOVs and document the inspection using the appropriate AF Form 18XX, Operator's Inspection Guide and Trouble Report. Operators will sign the back of form to verify an inspection was completed. Identify and document all mechanical discrepancies. Report all safety discrepancies to Vehicle Maintenance customer service at building 3213 immediately/within the next duty day. Only transportation personnel (mechanics) will perform vehicle maintenance beyond normal operator care responsibilities.

3.2. Operators and passengers will use lap and shoulder restraints (seat belts). Vehicle operators must adhere to all posted speed limits (GOVs will not exceed 65 MPH) and ensure all cargo is properly loaded and secured.

3.3. Do not consume alcoholic beverages within 8 hours of or while operating a GOV. Do not use tobacco products in GOVs (AFI 40-102, para. 2.2.5). Do not eat or drink while operating a GOV.

3.4. Do not take GOVs on unimproved roads unless in direct mission support.

3.5. Do not take GOVs to bars, establishments selling pornographic material or displaying nude dancers, or tourist shops; i.e., Santa Claus House, Knotty Shop, etc., or for hunting, fishing, canoeing, and sightseeing. Do not park at an appropriate establishment and walk to an establishment not approved for GOV use; i.e., park at a restaurant and walk to a bar across the street.

3.6. If involved in an accident while operating a GOV, do not move the vehicle until you have contacted the appropriate authorities. Moving a GOV is permitted only if absolutely required to prevent another accident or if it compromises safety.

3.6.1. Contact Security Forces at 377-5130/3133 for on base accidents.

3.6.2. Contact Alaska State Troopers at 451-5100, Fairbanks Police at 459-6500, or North Pole Police at 488-6902 for off base accidents.

3.6.3. If the vehicle is a safety hazard, move it only enough to clear the hazard. For further instructions on what to do if involved in an accident, refer to Standard Form 91 and Department of Defense Form 518, which are required in every vehicle.

4. Temporary Duty Personnel Vehicle Use:

4.1. Due to the lack of public transportation on Eielson AFB, transportation may be provided between lodging and Fairbanks International Airport. The temporary status of personnel arriving at Eielson AFB 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.

4.2. Authorized uses by TDY personnel:

4.2.1. Authorized use of GOVs by TDY personnel differs from permanent party personnel in that they may use GOVs to obtain suitable meals, go to drugstores, barber shops, places of worship, lodging, base exchanges, and all non-appropriated fund activities i.e., golf courses, rod and gun clubs, bowling alleys, and base theaters on Eielson AFB or Ft. Wainwright. GOVs are not allowed at Birch Lake or Valdez, except to conduct official business. Special unit functions at Birch Lake are authorized bus transportation with approval by the transportation commander. Support will be provided only when not detrimental to other missions.

4.2.2. Personnel on official TDY status are authorized to use a GOV between places where the member's presence is required for official business, or between such places and temporary lodging.

4.2.3. Visiting dignitaries may take GOVs to the 354 FW/CC's quarters for official business/functions. This authority is restricted solely for the wing commander, or in his absence, the acting wing commander.

4.3. Unauthorized uses by TDY personnel:

4.3.1. Use of GOVs for transportation to or from any other entertainment or recreational facility not mentioned in para. 4.2.1. is prohibited. This includes parking at a restaurant and walking to a prohibited establishment.

4.3.2. Temporary duty personnel will not take step-vans off base.

4.3.3. Temporary duty personnel will not take GOVs to private quarters on or off base, with the exception mentioned in paragraph 4.2.3.

4.3.4. GOVs will not be used to visit Denali National Park, Salcha, Fox, Ester, Two Rivers, Goldstream, Chena Hot Springs, or similar unauthorized locations. Contact Morale, Welfare, and Recreation (MWR) at 377-4214/1839/1232 for group tours throughout Alaska, the Information Ticket and Tours (ITT) office at 377-2722/4880, or the Fairbanks Yellow pages for obtaining a rental vehicle for personal use.

4.3.5. All aircraft tow vehicles, AGE tow vehicles, and special equipment will not be driven to the shoppette, dining facility, lodging, base exchange, commissary, etc.

5. Permanent Party Personnel Vehicle Use:

5.1. All government vehicles are restricted to official use only and 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. Base military taxis are the preferred method for fulfilling these requirements.

5.2.2. Personnel conducting business in North Pole and Fairbanks are authorized to stop and eat at reputable eating establishments within the immediate proximity of the work site. This authority is based on efforts to reduce fuel consumption and save man-hours for driving time. This does not include shopping on the return trip.

5.2.3. Units may provide transportation to military and civilian personnel officially taking part in public ceremonies, parades, and field demonstrations i.e., parades in Fairbanks, Airshows at Fort Wainwright, etc. This is not to be interpreted as authority to transport family members or friends invited to attend activities such as retirements, promotions, awards ceremonies, funerals, or other similar type functions.

5.2.4. When authorized transportation to Fairbanks International Airport, family pets can be transported on a space available basis provided there is no detriment 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 secure (leashed or caged) and any damage caused by the pet will be charged to the pet's owner.

5.2.5. Child Development Centers (CDC) are authorized limited support to CDC sponsored activities. Support may be provided if drivers and vehicles are available and if it is not detrimental to the mission.

5.2.6. Mental health patients are authorized transportation from the Eielson Clinic to Ft Wainwright. Such support must be part of patient therapy and ordered by a medical physician. Medical personnel must accompany the patients.

5.2.7. The following quick response units are authorized to take a unit response vehicle to the base dining facility, Burger King, BX concessions, enlisted and officers clubs, and shoppette for sustenance only:

5.2.7.1. Security Police

5.2.7.2. Fire Department

5.2.7.3. Ambulance (emergency response only)

5.2.7.4. Horizontal construction section (air field snow removal teams in conjunction with snow removal operations)

5.2.8. The Operations Group Commander (OG/CC) is authorized to take his/her vehicle to on-base quarters incident to the performance of their duties in connection to on-going flying operations. This should not be interpreted as having command and control authority and therefore should not be parked overnight at the quarters. The intent is to allow the OG/CC authority to use a GOV to go home and eat during flying operations.

5.2.9. The 354 FW/CC can officially invite, and transportation may be provided to, civilian organizations (i.e., sponsors of wing quarterly/annual awards) to take part in base activities in the interest of community relations.

5.2.10. Air National Guard personnel on orders are authorized transport to and from the Fairbanks International Airport. All transportation requests for 168th Air Refueling Wing (ARW) personnel will be coordinated through 168 ARW transportation. A copy of orders must be provided to verify funding as official travel.

5.2.11. Chapel programs are authorized special program transportation based on vehicle availability, driver availability, chapel funding, and if it is not detrimental to other missions. However, requests to transport activities such as picnics, special groups, social activities, renewal activities, chapel youth trips, or summer camps must be submitted well in advance. Overnight trips require chapel personnel to be on official funded orders. Otherwise the trip is considered unofficial and therefore not authorized appropriated transportation. Transportation squadron vehicle operators used to support these programs must be funded by the chapel organization for all overnight trips. All other administrative chapel transportation support is provided the same as other organizations.

5.2.12. Bus transportation in support of DoD-authorized services programs and family service center programs may be provided when such support is not detrimental to the Air Force mission. The installation commander is the approval authority. However, when available, non-appropriated funds (NAF) and commercial sources must be used before Air Force assets are used. All requests of this type must be coordinated through services and transportation commanders. When approved, passenger pickup locations must not be from residential areas. Below are transportation support that requires this coordination and approval:

5.2.12.1. Family Support Center's Ready-Set-Grow Program

5.2.12.2. Base sports teams who officially represent the installation at scheduled events.

5.2.12.3. Base populace spectators attending local events in which a base-sponsored team is participating.

5.2.12.4. Visiting entertainers, guests, and their supplies and equipment essential for the Morale, Welfare and Recreation program.

5.2.12.5. Base sponsored tours and trips when operated on a non-profit basis.

5.2.12.6. Scouting programs when part of the Youth Center (a signed charter with MWR).

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, however, size of vehicle will not be increased to accommodate family members.

5.3.2. Personnel on house hunting status will not be provided base level transportation support. Housing office can, if circumstances dictate, transport personnel using organizational vehicles. If regularly scheduled transportation is available, personnel on house hunting status may use those services on a space available basis.

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

5.3.4. Transportation to an on-base dining facility is a personal responsibility. Only those identified in para. 1.5.1.7.1 to 1.5.1.7.4 are authorized to take a GOV to the dining facility. Others who can fully justify this privilege must forward request through Fleet Management for review and routing for consideration by 354 FW/CC for approval.

5.3.5. As a general rule, do not provide support to spouses at additional expense to the government when accompanying the member on official business. The spouse may travel with the mem-

ber at added expense only when there is an unquestionable official requirement for the spouse to actually participate in the function. 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.

5.3.6. 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. Installation commanders may waive this personal property shipment entitlement for emergency or unusual circumstances. Personnel requesting transportation support for household good moves should refer to TMO for guidance.

5.3.7. Unless conducting official duties or on TDY status, do not use or park GOVs at commissaries, base exchange, bowling center, 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.

5.3.9. Personnel will not take GOVs to private quarters, base dining facilities (unless approved by 354 FW/CC), commissaries, post office, shoppette, or base exchange concessions.

5.3.10. Use of GOVs for transportation to any entertainment or recreational facility is prohibited for all permanent party personnel unless attending official functions, i.e. commander's call, wing promotion recognition ceremonies, etc.

5.3.11. Personnel residing in North Pole are not authorized transportation to and from their residence and Fairbanks International Airport. However, transportation will pick up or drop off from Carr's Grocery store parking lot in the North Pole Mall. This is provided instead of having the member travel back to Eielson AFB for transportation (as authorized on TDY orders). Personnel must coordinate such transportation as early as possible but NLT 24 hours prior to time required.

6. Official Use Violations:

6.1. Vehicles are subject to towing, lock up, and/or recall if found in an unauthorized location. Suspected incidents of vehicle abuse or misuse will be reported to the 354th Transportation Squadron, Vehicle Operations Flight for investigation. Violators are personally responsible for their return transportation to base.

7. Permissible Operating Distance (POD):

7.1. The POD for Eielson AFB is established for official government business and is limited to Clear AS, Fox, and Fort Greely. Requests to exceed the POD must be approved by the Vehicle Operations Chief Dispatcher.

BOB D. DULANEY, Brigadier General, USAF
Commander