

29 AUGUST 2000



Transportation

**OFFICIAL USE OF VEHICLES
AND MISUSE REPORTING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 7

Distribution: F

This instruction establishes policy for official use of government owned, rented, and leased vehicles on Yokota Air Base (AB) and the surrounding area. Applicable references are United States Code (U.S. C.) 40, Section 491; DOD 4500.36R, *Management, Acquisition, and Use of Motor Vehicles*, AFD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*, AFI 24-301, *Vehicle Operations*, AFI 35-101, *Public Affairs Policies and Procedures*, and US Forces Japan HOI 77-1, *Use of Government-Owned Vehicles*. This instruction applies to all units that operate Air Force vehicles (owned or leased) assigned to Yokota AB.

1. General: Use of government owned or leased vehicles (GOV) for personal reasons is a violation of statutory law (40 U.S.C. 491), The Joint Federal Travel Regulation U3200, *Government Conveyance Use on TDY*, The Joint Travel Regulations C2050, *Government Automobile*, DOD 4500.36R, and AFI 24-301. **One simple rule applies with respect to official use of government vehicles: Restrict use of all Department of Defense (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 support solely or even principally to enhance the comfort or convenience of the member(s) is not permitted.** Do not take GOVs to any establishment that will create a perception that will reflect unfavorably on the Air Force or cause public criticism, such as stopping at the Base Exchange (BX), commissary, or shoppette for personal needs. 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 hostess bar, pub, or tourist shop across the street. Refer requests not conforming to governing directives to the 374th Transportation Squadron Vehicle Operations Flight (374 TRANS/LGTO) Commander or Vehicle Operations Manager.

2. Misuse:

2.1. Vehicle misuse is simply any unauthorized use of a GOV. Unauthorized use of GOVs often results in unnecessary expenditure of funds and public criticism. All suspected GOV misuses would be reported to Fleet Management during normal duty hours and Vehicle Dispatch (24-hour operation)

during non-duty hours. 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 DoD regulations, Air Force directives, and this instruction. If joint assessment reveals a misuse violation has occurred, Fleet Management personnel will forward a detailed report to the appropriate unit commander through the 374th Transportation Squadron Commander (374 TRANS/CC) who, in turn, may request a written reply. If requested, the response must include actions taken to prevent reoccurrence of similar misuse cases.

2.2. All cases must be logged and filed for audit and reference purposes in Fleet Management. Case files must contain date of misuse, unit involved, case number, date vehicle control officer (VCO) was notified, and date the report was sent to the unit commander. All information will be compiled and included in the semi-annual report forwarded to 374th Logistics Group Commander (374 LG/CC) for review.

3. Safety and Security:

3.1. All vehicle operators (temporary duty [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 1800 or AF Form 1810, **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 514 immediately. Only Vehicle Maintenance personnel 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 80 KPH) and ensure all cargo is properly loaded and secured.

3.3. Do not consume alcoholic beverages within 8 hours prior to or while operating a GOV. Use of tobacco products in GOVs is prohibited (see AFI 40-102, *Tobacco Use in the Air Force*, paragraph 2.2.5).

3.4. Do not eat or drink while operating a GOV.

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

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

3.6.1. Contact 374th Security Forces Squadron (374 SFS) at **911** or 225-7227 for on base accidents.

3.6.2. Contact 374 TRANS/LGTO Dispatch at 225-9121, if vehicle is disabled off station. Provide location and condition of vehicle(s). If off-base dial 042-552-2511 and a recording will assist you in connecting with our dispatch number.

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 SF 91, **Operator's Report of Motor Vehicle Accident**, and DD Form 518, **Accident Identification Card**, which are required in every vehicle.

4. TDY Personnel Vehicle Use (Non-Inclusive):

4.1. The TDY status of personnel arriving at Yokota AB does not necessarily justify the use of a GOV. Use of the vehicle will always be predicated on need, distances involved, availability, and other conditions that justify their use. The base shuttle, base taxi service or aircrew bus service should be used in lieu of a U-Drive-It (UDI) vehicle.

4.1.1. Personnel in TDY status may only operate Air Force owned, rented or leased vehicles on Yokota AB when in possession of official orders and a valid stateside license. A military license is also required if special purpose vehicles are to be operated. All personnel will be briefed on official use policies and operator care responsibilities prior to operating a GOV. TDY personnel whose duties require the use of a government motor vehicle (GMV) off-base must attend the local traffic safety course and receive a USFJ Form 4EJ, **Operator's Permit for Civilian Vehicle (PA)**, from the 374 SFS. All members TDY to Yokota AB in excess of 30 days, regardless of need to drive off base, are required to attend the local traffic safety course and acquire a USFJ Form 4EJ.

4.2. Authorized uses by TDY personnel differs from permanent party personnel in that they may use GOVs between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for sustenance of the member. They may also use GOVs between places of business or lodging and main installation bowling centers, officer and non-commissioned officer clubs, gymnasiums, and any on-base non-appropriated fund activities (i.e., golf courses, rod and gun clubs, base theaters, etc.) on Yokota AB to facilitate the comfort and health of the member. Tama Lodge or golf course is a sub-installation located 15 miles away from Yokota AB and TDY personnel **cannot** utilize GOVs to travel to that location.

4.3. Unauthorized uses by TDY personnel:

4.3.1. Use of GOVs for transportation to or from any other entertainment or recreational facilities not mentioned in paragraph 4.2. of this instruction is prohibited. This includes parking in an approved area and walking to a prohibited establishment.

4.3.2. TDY personnel will not take GOVs to private quarters on- or off-base.

4.3.3. All aircraft tow vehicles, age tow vehicles, and special equipment will not be driven to the shoppette, dining facility, or lodging.

4.3.4. Liquor, beer, and/or wine are not to be transported in a GOV when the seal, top, or cap has been broken or opened.

5. Permanent Party Personnel Vehicle Use:

5.1. All GOVs 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.

5.1.1. Members and their family members will not use GOVs transportation for personal social engagements or personal business. Examples include personal trips to Tama Lodge, Tama Golf Course, or the New Sanno Hotel. However; they may use publicized, regularly scheduled transportation services on a space available basis when it does not entail providing a larger vehicle to accommodate the space-available passengers. An example of this type of transportation support

would be an individual riding space-available in a GMV already scheduled to go to the New Sanno Hotel.

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

5.2.1. Official use for permanent party personnel include transportation to or from Air Force scheduled appointments (i.e., record checks, dental appointments, hospital outpatient appointments, etc.). Kanto Express or base military taxis are the preferred methods for fulfilling these requirements. Personnel with appointments at sub-installations, such as Camp Zama or Yokosuka Naval Base will be supported either by their unit's GOV or a UDI vehicle if available. **NOTE:** Personnel are authorized to be transported to meetings downtown or at other bases must be picked up at their duty locations.

5.2.2. Personnel conducting official business off Yokota 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 of driving time. This is not to be interpreted as authority to make enroute stops to do personal shopping at places such as China Pete's or other department stores.

5.2.2.1. Personnel are not authorized to stop at shopping or dining facilities on Yokota AB while enroute to off-base locations, unless proper authority has been provided in accordance with (IAW) paragraph 5.2.4. of this instruction.

5.2.3. Transportation may be provided to military and civilian personnel when they are officially taking part in public ceremonies, parades, and military field demonstrations when approved by the 374 AW/CC or Public Affairs Office. Examples include providing transportation support to military and DoD civilian employees when "officially invited" to attend off-base ceremonies or meetings hosted by local officials, or when attending JASDF "live fire" 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 or funerals.

5.2.3.1. GMVs may be used to transport civilian organizations to Yokota AB to participate in base activities in the interest of community relations when officially invited and approved by the 374 AW/CC or delegated authority (currently 374 AW/PA). Examples would include transporting the taiko drum groups to the base to take part in the annual Friendship Festival or providing support to Japanese scout troops coming to the base for officially sponsored jamborees, etc. Again, this does not include activities such as retirements, promotions, awards ceremonies, dedications, or funerals.

5.2.3.2. Government vehicle support is authorized for bilateral events when the 5th Air Force Commander (5 AF/CC) or 374 AW/CC has sanctioned it without detriment to the mission (see attachment 1).

5.2.4. The following quick response units are authorized to take a unit response vehicle to the Samurai Café on Airlift Avenue:

Security Forces

Fire Department Response Crews

Emergency Services Ambulance Crews

Airfield Management Emergency Response Personnel

5.2.4.1. Transportation to on base dining facilities is a personal responsibility for all other permanent party personnel. Others who can fully justify this privilege must forward a request through Fleet Management for review and routing for consideration by the 374 AW/CC for approval.

5.2.5. Transportation between domicile and place of employment, with the exception of Command and Control Vehicle (CACV) Authorizations, must be approved by the Secretary of the Air Force (SECAF). Currently, there are two CACVs on Yokota AB: 5 AF/CC and 374 AW/CC. There are no additional SECAF approved domicile-to-duty authorizations on Yokota AB.

5.2.5.1. The 374th Operations Group Commander (374 OG/CC) is authorized to take his/her vehicle to on-base quarters incident to the performance of his/her 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 374 OG/CC authority to use a GOV to go home and eat during flying operations.

5.2.6. Transportation for private organizations can be provided on a reimbursable bases if the requirement is certified by 374 AW/PA. The request must support guidance prescribed in AFI 35-101, *Public Affairs Policies and Procedures*.

5.2.7. Air Force Recruiters may use GOVs to provide transportation to prospective military recruits for interviews, in-processing, and orientation only. The SECAF must approve all domicile to-duty transportation requirements for recruiters.

5.2.7.1. Recruiters stationed at Yokota AB do not have approval for domicile-to-duty.

5.2.8. 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 374 AW/CC 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 374th Support Group Services Division (374 SPTG SV) Director and 374 TRANS/CC. When approved, passenger pickup locations must not be from residential areas. Below are examples of transportation support that require this coordination and approval:

5.2.8.1. Base Sports teams who officially represent the installation at scheduled events. (**NOTE:** Use of Yokota Vehicle Operation's buses cannot support trips to 35th Misawa Fighter Wing (FW). These buses were not designed for long distance trips.)

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

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

5.3.1. Personnel on house hunting TDY will not be provided base level transportation support for house hunting purposes. Housing office can, if circumstances dictate, transport personnel using organizational vehicles.

5.3.2. Exclusive assignment of a GOV (owned, rented, or leased) to one official or employee based on grade, prestige, or personal convenience is unauthorized. Vehicles are authorized and assigned per the headquarters Pacific Air Forces (HQ PACAF) vehicle authorization listing and should remain with the intended user. For example, if a vehicle is authorized for a specific func-

tion such as the contract management office, this vehicle should not be reassigned to a flight chief or commander for their individual vehicle.

5.3.3. Do not use GOVs for personal or household moves. The 374 TRANS Traffic Management Office (TMO) (374 TRANS/LGTT) authorizes appropriate moving entitlements. Only under emergency conditions can GOVs be used to support moves. TMO makes that determination.

5.3.4. Unless conducting official duties or in TDY status, do not use GOVs to go to commissaries, base exchange, bowling center, officer or enlisted club, gymnasium, or any NAF activity. This includes parking in an approved area and walking to one of these establishments. Use of government vehicles or unit scooters will not be used to go to the commissary for purposes of stocking unit fund raising activities(i.e., Friendship Festival booths or unit snack bars).

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

5.3.6. Use of GOVs for transportation to any entertainment or recreational facility is prohibited.

6. Official Use Violations:

6.1. Vehicles are subject to towing, lock up, and/or recall if found in an unauthorized on or off-base location. Suspected incidents of vehicle misuse will be reported to the 374 TRANS/LGTO, for investigation. Violators are personally responsible for their return transportation to base.

7. Permissible Operating Distance (POD):

7.1. The POD for Yokota AB is established for official government business and is limited to Iruma Communication Site, Yokosuka Naval Base, Camp Fuji, and Narita International Airport. Requests to exceed the POD must be approved by the Vehicle Operations Chief Dispatcher.

8. Scooter Management:

8.1. IAW AFI 24-301, paragraph 6.28, and AFI 24-301/PACAFSUP1, *Vehicle Operations*, paragraph 6.28.8, the 374 LG/CC is responsible for administering the wing's scooter management program. Official use vehicle guidelines apply to scooters just as they apply to other government-owned, rented or leased motor vehicles. In addition to the authorized and unauthorized uses of GOVs outlined above, the following restrictions apply to scooters operating on Yokota AB:

8.1.1. Scooters will not be operated off-base with the exception of crossing Route 16 (Terminal Gate) to gain access to the West Side of base.

8.1.2. All personnel are restricted from riding in the back of scooters for safety precautions.

9. Miscellaneous:

9.1. When an official use determination arises and is not covered by another section of this instruction, the following questions will be used as guidance for official use:

9.1.1. Is the purpose of the trip official?

9.1.2. Does the request have the potential to create a perception that will reflect unfavorably on the Air Force or cause public criticism?

9.1.3. Will the request impact on mission requirements?

9.1.4. Is commercial or DoD scheduled transportation available? It is important to note that the Air Force does not provide transportation support that competes with commercial services.

10. Airport Requirements:

10.1. When commercial services are not available, 374 TRANS will provide transportation support to Narita and Haneda Airports with the following guidelines.

10.1.1. Haneda Airport will be supported for all TDY transportation requirements due to unavailability of regularly scheduled commercial transportation.

NOTE: Ensure your requests are made in advance to ensure the availability of vehicles and operators.

10.1.2. Narita Airport requirements will be supported by 374 SPTG SV regularly scheduled "Narita Shuttle" service to the greatest extent possible.

10.1.3. TDY support to or from airports is authorized for the following reasons:

10.1.3.1. Groups of six (6) persons or more.

10.1.3.2. Distinguished visitor support authorized by the 5 AF/CC or 374 AW/CC. Protocol offices will be the command section points of contact.

10.1.3.3. Wing/tenant O-6 commanders and Inspector General (IG), 5 AF division chiefs, and GS-15 and above directors are authorized support. Appropriate consolidated support will be used.

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