

JMTC OIG WHITE PAPER**AUTHORIZED USE OF NON-TACTICAL VEHICLES**

1. **PURPOSE.** To provide specific guidance on authorized use of Non-Tactical Vehicles (NTVs).
2. **References.**
 - a. DoD 4500.36 R, Management, Acquisition, and Use of Motor Vehicles, 16 March 2007.
 - b. AR 58-1, Management, Acquisition and Use of Administrative Use Motor Vehicles, 10 August 2004.
 - c. USAR Regulation 58-1, Management, Acquisition and Use of Non-Tactical Vehicles, 25 April 2007.
 - d. Secretary of the Army Memorandum, Policy for Travel by Department of the Army Officials, 14 April 2010.
 - e. AE 608-2, Family Readiness, 28 October 2008.
3. **Bottom Line.** The use of Army motor vehicles is restricted to official purposes only, but the types of activities considered to be official have expanded. Commanders are responsible for compliance with the restrictions on the use of NTVs. When in doubt about the legality of NTV use, commanders should consult their legal advisor prior to the authorization of use.
4. **Discussion.**
 - a. Transportation may be provided for military and DoD Civilian personnel officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities. Furthermore, changes of command, promotions, retirements, and unit activations/deactivations are also considered official business internal to the Army community. Attendance by the Army community is encouraged and commanders should not make it difficult for colleagues and peers, who by their very presence improve the morale and spirit of the Army. For that reason, use of NTVs to attend such activities should be managed and not discouraged. By managed, it is the intent of the updated policy that 10 sedans should not come from one installation to attend an official function when a 15 passenger bus would suffice. There will be occasions, however, such as an after event meeting, when group transportation is not feasible, and multiple NTVs are necessary. It is the responsibility of the installation commander to monitor and correct abuse of the SA policy. Prudent use of NTVs is, however, still the responsibility of all Army employees.

- b. Family Readiness Group volunteers are authorized to use NTVs for family support activities as prescribed by USAREUR Regulation 608-2.
- (1) NTVs may be used for official purposes furthering the FRG mission. Official FRG events include FRG volunteer meetings, unit welcomes or newcomer orientations, deployment or relocation briefings, and military benefits, prenatal care, or deployment planning workshops. NTVs are not available for trips for shopping, sightseeing, or recreation, nor can NTVs be diverted for personal use (e.g. laundry, lunch, PX) or used to provide transportation to and from home.
 - (2) An FRG volunteer may only operate a Government-owned or leased NTV in the country where the NTV is primarily based or operated. The volunteer must possess both a valid drivers' license for that country (e.g., USAREUR license) and a military drivers' license. FRG volunteers may not operate NTVs weighing more than 10,000 pounds gross vehicle weight.
 - (3) Commanders who grant permission to FRG volunteers to use an NTV must put that permission in writing. The commander **must** determine that NTV use is for an official purpose and that failure to provide the support will have an adverse effect on Soldier morale or family readiness. The commander also must determine that the driving requirement is part of the FRG volunteer job description.
 - (4) NTV support will come from existing unit or community assets, i.e. FRG requirements will not be used to procure or lease additional NTVs. Commanders may issue SF 46 (military operators permit) without testing to an FRG volunteer with a valid USAREUR drivers' license. The SF 46 is for use in the country where the vehicle is primarily based or operated. Commanders must conduct screening, through the provost marshal office, to prevent persons with questionable driving records from operating NTVs.
 - (5) Commanders must provide reports of any volunteer injured while operating an NTV (AR 608-1, para 3-7; AR 385-40).
- c. Official motor vehicle transportation requirements do not include: transportation to private social functions; personal errands or side trips for unofficial purposes; transportation of dependents or visitors without an accompanying official; or in support of non-DOD activities unless specifically approved under the provisions of Army Regulation(s).

d. After-hours and Social Use of NTVs.

(1) Transportation by NTV to attend an after-hours or social function is an exception to policy. Travel to any official function, other than TDY travel, that begins at the traveler's home is considered home to work transportation and is prohibited by law and regulation. All transportation to after-hours and social functions must therefore begin and end at the normal place of duty. The only authorized exception is for travelers for whom the Secretary of the Army has approved home-to-work transportation (often called "domicile to duty").

(2) The following are examples of after-hours and social functions for which NTV use may be authorized, subject to the above restrictions (commanders must approve use in advance):

- (a) Dining-ins where the program provides a training benefit.
- (b) International liaison functions (functions that further host-nation relations).
- (c) Attendance at official ceremonies (change of command, funerals, retirements, etc.)
- (d) Dinner with members of Congress where military issues will be discussed.
- (e) Dinner with a retired Army Chief of Staff where command issues will be discussed.
- (f) Official dinner that is part of a conference program and include a substantive speaker or professional discussion during the meal.

(3) The following are examples of after-hours and social functions that are not official and, consequently, NTV use is not authorized:

- (a) Hail and Farewell dinners.
- (b) Private or personal social functions (including office parties, etc.).
- (c) Dining-outs and Military Balls.

f. Government vehicles may not be used to transport personnel or supplies needed for conducting personal business or supporting unofficial functions, such as office coffee funds, office luncheons, Hail and Farewell parties, etc. However the commander can authorize the use of NTVs for reasons of health and comfort on a case-by-case basis, i.e. , transporting a seriously ill Soldier to and from his quarters to the Post Exchange, morale, welfare and recreation (MWR) facilities and dining centers. Said authorization must be designated by the commander on a memorandum for record.

g. When NTV transportation is authorized, transportation will begin and end at the transported individual's normal place of duty (but not a personal residence). When official travel is authorized for general attendance the mode of travel provided will normally be via mass transportation rather than via individual vehicles. All requests for general

transportation to any ceremony or event will be reviewed by both the senior public affairs and legal officials prior to review by the commander. For all Field Training to include ranges, FTXs, Land Navigation, etc., the HUMVEE is the designated vehicle and should be used at all times before the NTV. However if a HUMVEE is not available, the commander may authorize the use of TMPs for Field Training on a limited basis.

- h. Spouses of DA officials may be authorized transportation in government vehicles only when accompanying their DA sponsor, the use of the vehicle has already been authorized to accomplish official business, and there is space available. Such transportation must be provided at no additional cost to the government, and the spouse's presence may not require a larger vehicle than that was already authorized to accomplish official business.

- i. NTV use during TDY/Emergency Leave Travel.

(1). TDY status does not necessarily justify NTV use and travel. NTV use is predicated on need, distance, and other conditions, including availability of public transportation. UR 58-1, para. 1-9, encourages the reimbursable use of POVs for official TDY travel because it is less expensive than NTV use and allows the traveler greater flexibility. When authorized by the commander, an NTV may be used at the TDY site for transportation between the TDY lodging and the duty site. Transportation to entertainment or recreational facilities by NTV is prohibited. An NTV may be used to travel to restaurants, drugstores, places of worship, barbershops, laundries and similar places for the traveler's health and comfort only if public transportation can be considered impractical where it does not accommodate the duty schedule or costs more than using the NTV.

(2). NTVs are generally not authorized to transport TDY personnel to or from commercial or military terminals when commercial transportation is available. Commanders can authorize use of NTVs only when other means of transportation cannot meet mission requirements.

(3). When approved by the commander, AR 58-1 authorizes the use of NTVs to transport Soldiers and Family Members on emergency leave to the nearest commercial transportation site when required to arrive at the port of embarkation before the departure of the first reasonably available flight, bus or train.

- j. NTV Use to Support PSC Moves. NTVs are generally not authorized to transport either personnel or baggage during a PCS move. Under the USAREUR Sponsorship Program, however, commanders can authorize sponsors to use NTVs to pick up *incoming* personnel if they first consider use of the sponsorship bus and determine that it does not satisfy mission requirements. NTVs are not authorized to transport outgoing PCS personnel. Commanders can also authorize use of NTVs for in and out processing when DOD bus service or

commercial transportation does not responsively meet mission requirements (because of long delays, poor connections, etc).

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