DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT #15236
APO AP 96205-5236

REPLY TO
ATTENTION OF:

EACG

0 9 DEC. 2013

MEMORANDUM FOR All Eighth Army Assigned Soldiers and Civilian Employees

SUBJECT: Eighth Army Command Policy Letter #18, Non Tactical Vehicle Official Use, Assignment and Leasing

1. References:

a. Title 31, United States Code, Section 1344.

b. Department of Defense (DoD) Regulation 4500.36-R, Management, Acquisition and Use of Motor Vehicles, 16 March 2007.

c. Department of Defense Regulation 5500.07-R, Joint Ethics Regulation (JER), (CH 7, 17 November 2011).

d. Army Regulation (AR) 58-1, Management, Acquisition and Use of Motor Vehicles, 10 August 2004.

e. Eighth Army Regulation 58-1, Management and Use of Nontactical Vehicles, 1 March 2010.

2. Purpose. To provide policy and procedural guidance for the official use, assignment and leasing of Army non-tactical vehicles (NTVs) and sport utility vehicles (SUVs).

3. Background. Commanders and supervisors at all levels are expected to rigorously enforce this policy. To avoid huge cost and project a favorable public image, assigned vehicles are used for official use only.

4. Discussion.

a. The use of Army-owned or controlled NTVs are for official purposes only. Examples of official and restricted uses of NTVs include (Not all inclusive):

(1) Official Events. The use of an Army NTV must be essential to the successful completion of a DoD function, activity, action or operation, and is consistent with the purpose for which the vehicle is acquired. Commanders, with advice from judge advocates, determine what constitutes an official event and approve NTV use within the parameters allowed by regulation and policy.

(2) Official Ceremonies. Generally, NTVs are used by government employees, both military and civilian personnel, who are <u>actively participating</u> in official ceremonies (e.g., change of command, parades, promotions, retirements, unit activations/inactivation's, funerals, military or civilian officials attending such official ceremonies in their official capacity, not just attending etc.).

(3) Authorized Activities. Non-tactical vehicles are used to support authorized activities such as installation-sponsored athletic teams, morale, welfare, and recreation groups, patient therapeutic programs, and chaplain programs when the commander determines that failure to provide such service would have an adverse effect on the morale of Soldiers, family members, and DoD Civilians. Units may provide transportation to Soldiers for scheduled appointments that require their attendance (e.g., record checks, physical, dental, or hospital outpatient appointments, etc.) versus a doctor's appointment made by the Soldier. NTVs cannot be used by the Soldier to use for personal appointments. Therapeutic programs are those requiring someone else to drive them due to inabilities to walk/use other transportation.

(4) Transportation to an Employee's Residence. Unless waived by the Office of the Secretary of the Army, non-tactical vehicles are not authorized to transport government employees between their home and their place of duty or employment. All transportation to official after-hours functions will begin and end at the individual's normal place of duty, unless waived by name approval granted by the Office of the Secretary of the Army.

(5) Personal Errands or Side Trips. Non-tactical vehicles are not authorized for personal errands or side trips unless the rules for temporary duty (TDY) status apply (see Paragraph 4a (6) below). For example, a government employee, not on TDY status, is not authorized to drive a NTV to a bank to cash a personal check or to the dry cleaners to pick-up dry cleaning even if the bank or dry cleaners are on the exact route to or from a location/event where use of the NTV is authorized and no additional mileage or usage to the NTV is incurred. Non-tactical vehicles are not used for transportation to or parked at commissaries, Post Exchange (including all concessions), bowling alleys, or officer and non-commissioned officer clubs, unless that employee is on official government business or TDY. In addition, NTVs are not used to pickup or deliver items or supplies that are required for any unofficial functions or activities such as office coffee fund or office luncheons.

(6) Employees on TDY status. For employees on TDY status, use of a NTV is authorized for transportation between the person's temporary lodging and the place where the person's presence is required for official business. Further, in the absence of regularly scheduled public transportation, or where its use is impractical, an employee on TDY status may operate a NTV between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, and similar places required for the comfort or health of the member, and which fosters the continued efficient performance of Army business. Using a NTV to travel to or from commercial entertainment facilities (e.g., professional sports, concerts, etc.) is not authorized.

(7) Transportation of a Spouse. The spouse of a government employee may commute in a NTV only when accompanying the military member or civilian employee in the NTV. The use of NTV use is for an official purpose, and there must be space available for the spouse in the NTV. Using a larger NTV or an additional NTV to transport a spouse is not authorized.

b. The consumption of alcoholic beverages and smoking in NTVs are prohibited.

c. All personnel who use NTVs will adhere completely with the references cited in paragraph 1 above and this policy.

d. Assignment of NTVs in the transportation motor pool (TMP).

(1) Assignment of NTVs will be in accordance with 403rd Army Field Support Brigade (AFSB) and installation NTV guidelines.

(2) Non-tactical vehicles are not assigned to units (a) when current vehicles already assigned to the unit will satisfy the requirement, (b) when solely based on rank, position, prestige, or personal convenience and (c) when the garrison transportation motor pool (TMP) has assets available for dispatch that can satisfy most nonrecurring requirements.

(3) Non-tactical vehicles are not assigned to units on a permanent basis without full justification as to why established shuttle buses, Class C dispatch support, or other scheduled commercial bus or train (such as the Korea Train Express) services are inadequate to satisfy mission requirements.

(4) Underutilized "Class B" NTVs are identified by respective 403rd LRC TMP and returned to the respective TMPs for inclusion back in to the Class C NTV pool. Special purposes NTVs on Class B dispatch are exempt.

(5) As installations draw down or close, the 403rd AFSB Logistics Branch will direct the redistribution of NTVs among the four Logistic Readiness Centers (LRCs) in the IMCOM-P Garrisons. Priority is given to replace over age and over mileage NTVs and to fill authorized shortages documented on the table of distribution and allowance.

(6) Special purpose, non-passenger vehicles, such as installation emergency vehicles (ambulance, fire trucks, military police, maintenance vehicles, etc.) are authorized a Class B dispatch.

(7) The Headquarters, Eighth Army staff is authorized a maximum of one Class B dispatch per primary staff section and one Class B dispatch per O-6 staff section. No section will automatically increase their number of NTVs based on this policy. Any increase, even if authorized, will require approval from the Eighth Army Chief of Staff. General Officer level major subordinate commands (MSCs) are authorized a maximum of two Class B dispatches per primary staff section. Brigade level organizations are authorized a maximum total of two Class B dispatches. Additional NTV passenger requirements are filled by area Class C dispatch support TMPs. Each LRC will ensure the total number of Class "B" dispatched NTVs do not exceed the maximum of 50% of the total NTV fleet. This applies to stovepipe units as well, e.g. 1st Signal Brigade and 501st Military Intelligence Brigade.

e. Leases of NTVs. Leasing NTVs is costly and is kept to a minimum. Justified requests to lease NTVs (1) include an explanation why the use of pooled NTVs, shuttle services or commercial transportation is not feasible, (2) be endorsed by the first O-6 commander in the requesting unit's chain of command or O-6 staff principal in the chain of command, and (3) submitted to the servicing area Installation Transportation Office (ITO). All vehicle leases are in compliance with AR 58-1, paragraphs 3-10 and 3-11.

(1) Long-Term Lease: There is a semi-annual review of all long-term NTV leases conducted by the principal offices/units and submitted to the Unit Resource Manager. The Unit Resource Manager will then submit the review to the Eighth Army Assistant Chief of Staff G8.

(2) Short-Term Lease: Short-term leases will not exceed 60 days, except during major combined and joint exercise periods, or other circumstances where monthly rental is more cost advantageous to the government. Approval authority for a short-term lease is the first O-6 level commander or O-6 principal staff officer in the chain of command.

f. Authorized Use of SUVs. Rules concerning the authorized use of NTVs also apply to the use of SUVs with the following additional restrictions:

(1) Sport utility vehicles will not be used to enhance the comfort or prestige of any individual, regardless of grade or rank.

(2) SUVs (4x4) are only authorized for Emergency (Police/Fire) services, range control, or those facilities located on unimproved roads i.e. Signal Sites (AR 58-1).

(3) The use of the smallest, most fuel-efficient vehicle capable of meeting mission requirements is required for use.

(4) When a Class II sedan or light duty pickup truck meets mission requirements, an SUV is not used, except for special requirements (e.g., inclement weather or off-road use).

(5) SUVs are not used exclusively as passenger-carrying vehicle when a sedan, van, carryall, bus, taxi, or public transportation can meet mission requirements.

g. Responsibility for fuel and other requirements. Units using leased or rental vehicles are responsible for all fuel costs for the vehicles rented or leased, and any other associated requirements such as vehicle access passes and toll fees, traffic violations, and damages.

h. Vehicle Information Link (VIL). All NTV vehicles will have VIL keys encoded to reflect the using unit's billing information. Contact the installation Property Book Office (PBO) for further guidance.

5. Proponent. The proponent for this policy is the Eighth Army G4 at commercial 011-822-7915-4015 or DSN 315-725-4015.

BERNARD S. CHAMPOUX
Lieutenant General, USA
Commanding