

**BY ORDER OF THE COMMANDER
36TH WING**

36TH WING INSTRUCTION 24-301

26 JUNE 2014

Transportation



**OFFICIAL USE OF GOVERNMENT OWNED
VEHICLES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj Ralph E. Piper II)

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This instruction fulfills the requirement for Air Force Policy Directive (AFPD) 24-3, *Management, Operation, and Use of Transportation Vehicles*, and references Air Force Instruction (AFI) 24-301_PACAFSUP, *Vehicle Operations*, which provides official use guidelines for Government Motor Vehicles (GMV) from the General Services Administration (GSA). This instruction applies to all personnel operating 36th Wing (36 WG) GMVs and equipment including the Air National Guard and Air Force Reserve Command. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through the chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

1. General Information

1.1. **Official Use of GMVs.** IAW DoD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*, and AFI 24-301 PACAFSUP, *Vehicle Operations*, all GMVs (Air Force and Navy), including those GSA leased using Department of Defense (DoD) funds shall be restricted to official purposes only. Transportation using a GMV shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience. Questions on interpretation of the governing directives should be sent to the 36th Logistics Readiness Squadron (36 LRS), Vehicle Operations Element (36

LRS/LGRVO) at DSN 366-2239 for clarification. Consult AFI 24-301 attachment 8 for additional guidance on GMV official use rules.

1.1.1. Vehicle Operators will notify the on duty dispatcher when any individual is creating a safety concern operating a government vehicle. 36 LRS/LGRVO will contact 36th Security Forces Squadron (36 SFS) personnel to request assistance.

2. Standard Authorized Uses of GMVs

2.1. Permanent Party.

2.1.1. Permanent party units requiring use of GMVs (pickup trucks, vans, or general purpose vehicles) for meal runs to the Dining Facility must have a 36 WG/CC approval on file with the vehicle fleet management office. All approved mission-specific authorizations will be included as an attachment to this instruction.

2.2. Temporary Duty (TDY).

2.2.1. Sortie generating vehicles (such as aircraft tow vehicles, bobtails, and other specialized flight line vehicles) must be used only for their intended purpose. Units shall not use sortie generating vehicles for non-sortie generating activities (such as transport to and from dining facilities or TDY lodging). Non-sortie generating transport activities will be accomplished using general purpose vehicles such as sedans, vans, and pickup trucks.

2.2.2. Multi-stop vans are intended for use as a cargo vehicle. When used to transport passengers, the van must be equipped with proper seating and safety restraints.

2.2.3. TDY personnel are allowed to use GMVs for transport to on-base NAF facilities. On-base is defined as the location stipulated on the members' official temporary duty orders (i.e. Andersen AFB and not Navy Base Guam). GMVs are not to be used for transport to non-NAF recreation activities (e.g. sightseeing, fishing, hiking, diving or similar activities of a personal nature) regardless of proximity to the installation.

2.2.4. TDY personnel are authorized to use GMVs for meal runs to commercial establishments.

3. Vehicle Misuse Investigation

3.1. Report all suspected GMV misuse cases to 36 LRS/LGRVO at DSN 366-2239. The 36 LRS/LGRVO Manager will initiate a GMV misuse case and send a notification letter to the 36th Logistics Readiness Squadron Commander (36 LRS/CC). The 36 LRS/CC will forward the misuse notification letter to the operator's unit commander within 7 days of receipt.

3.2. Unit commanders must initiate an investigation and provide as much supporting documentation as possible to 36 LRS/LGRVO within 5 duty days of notification via email or written correspondence. If a response is not received within 15 calendar days, the vehicle will be recalled until a response is received.

STEVEN D. GARLAND, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-301_PACAFSUP, *Vehicle Operations*, 22 May 2012

AFMAN 33-363, *Management of Records*, 01 March 2008

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 07 July 2010

DoD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*, 16 March 2007

Title 41, Code of Federal Regulations, *Public Contracts and Property Management*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

36 WG—36th Wing

36 WG/CC—36th Wing Commander

36 LRS—36th Logistics Readiness Squadron

36 LRS/CC—36th Logistics Readiness Squadron Commander

36 SFS—36th Security Forces Squadron

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

DoD—Department of Defense

GMV—Government Motor Vehicle

GSA—General Services Administration

NAF—Non-appropriated Fund

OPR—Office of Primary Responsibility

PACAFSUP—Pacific Air Forces Supplement

RDS—Records Disposition Schedule

TDY—Temporary Duty