

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 24-3

9 OCTOBER 2013



Transportation

**MANAGEMENT, OPERATION AND USE OF
TRANSPORTATION VEHICLES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This directive implements DoDI Directive 4500.36, *Management, Acquisition and Use of Non-Tactical Vehicles*, AI 109, *Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area*. This publication applies to all Air Force personnel (military and civilian) and any government contractor specifically authorized to use Air Force government motor vehicles (owned, rented or leased) as a condition, clause or amendment of their contract, regardless of how the vehicles are acquired or financed. Refer recommended changes to this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field to appropriate major command (MAJCOM) Vehicle Management Functional Manager. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. This publication is applicable to the Air National Guard (ANG) as well as the Air Force Reserve (AFR).

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed.

1. The Air Force uses motor vehicles (which includes vehicular equipment), watercraft and railroad assets to move people and equipment. The Air Force must account for, manage, operate and maintain these assets so they are safe, energy efficient and environmentally sound.

This directive establishes policies to ensure the Air Force has Airmen and civilians who are trained, management systems that are effective and procedures that enable the Air Force to incorporate technological advances in compliance with the requirements of statutory and applicable regulatory requirements.

2. The Air Force will:

2.1. Authorize and acquire the minimum number of motor vehicles, watercraft and railroad assets needed to meet its objectives for peacetime and war reserve material requirements to support combatant commander war plans and war mobilization planning documents in a manner that minimizes investment and maximizes mission readiness.

2.1.1. Appropriate measures must be established to track the effectiveness of managing and maintaining vehicle assets.

2.1.2. Optimal fleet size and composition (i.e., fuel or energy type and vehicle class) will be determined in accordance with Department of Defense (DoD) and General Services Agency (GSA) guidance and bulletins.

2.1.3. The acquisition of vehicles will be from the most cost-effective source in compliance with DoD directed cost comparison calculations.

2.1.4. The AF vehicle program will ensure responsiveness, effectiveness and economy in support of the AF mission. The vehicle selected for an individual task will be the one best suited by virtue of size classification, configuration and economy of operation, consistent with DoD guidance.

2.2. Pool resources to the maximum extent possible consistent with DoD guidance to ensure effective utilization and most economical use of manpower and equipment.

2.2.1. Vehicles may not be assigned exclusively to one official or employee, except when the Secretary of the Air Force determines it essential to mission accomplishment.

2.2.2. There will be no individually assigned vehicles with drivers, except for those assigned to the Secretary of the Air Force (SECAF) and Chief of Staff of the Air Force.

2.3. To the maximum extent practicable, achieve maximum fuel efficiency and ensure acquisition of alternative fueled vehicles and the use of alternative fuels, consistent with applicable law, executive, DoD and AF guidance.

2.4. Consider leasing vehicles as an alternative to the Air Force Vehicle Buy Program, by using interagency motor pools or commercial agencies when such leases are fiscally prudent and do not impair mission accomplishment.

2.5. Rent individual motor vehicles on a short- or long-term basis to meet temporary mission requirements when doing so is cost-effective to the Air Force.

2.6. Acquire and retain railway assets and watercraft only to satisfy requirements that commercial services cannot meet.

2.7. Ensure all government-owned, rented or leased vehicles, including watercraft and railroad assets, are marked according to statutory and appropriate regulations.

2.8. Train and license the minimum number of AF (military and civilian) employees to operate, inspect and care for Air Force vehicles and track their qualifications. Training,

certification and licensing will be standardized across the Air Force to ensure personnel operate Air Force vehicles in a safe and energy efficient manner at all times.

2.9. Ensure vehicles are only operated by military, civilian employees, or DoD contractors who meet all selection, training and licensing requirements per public law and DoD guidance.

2.10. Ensure vehicles are only used for official purposes.

2.10.1. Transportation will not be provided when the justification is based solely on reasons of rank, position, prestige or personal convenience.

2.10.2. Use of government vehicles for domicile-to-duty transportation is limited as prescribed in public law and DoD guidance.

2.10.3. Government-provided bus transportation may be used to support the affairs of the Air Force within the limitations of DoD vehicle use guidance.

2.11. Account for registered vehicles, including locomotives and watercraft, using automated data collection systems in accordance with DoDI 5000.64.

2.12. Ensure compliance with Air Force Occupational Safety and Health Standards, environmental policies and associated technical requirements when maintaining and operating vehicles.

2.13. Have a Vehicle Safety Program that includes accident prevention and reporting on all vehicle accidents or incidents.

2.14. Ensure safe and serviceable vehicles:

2.14.1. Warranties are used to the maximum extent possible.

2.14.2. Meet deadlines on Time Compliance Technical Orders (TCTO), Service Bulletins, Special Inspections and Recalls.

2.14.3. Applicable tools and equipment items are calibrated and/or certified in accordance with regulations.

2.15. Have a Product Evaluation Program to evaluate commercial management processes, innovations, vehicles, tools and equipment for Air Force vehicle management use.

2.16. Ensure contractors furnish vehicles needed in performing Government contracts.

2.16.1. Contractor furnished vehicles procured or leased from GSA will be Alternate Fuel Vehicles and utilize alternative fuels (i.e., E-85, Biodiesel, electric and hybrid) to the maximum extent practical in accordance with DoD and GSA guidance and bulletins.

2.16.2. Contractor furnished vehicles procured or leased from GSA will be of the optimal size classification and configuration needed to support the AF mission; consistent with Federal Government, DoD and Air Force guidance.

2.16.3. Contractors are responsible for registering, license plates and insuring contractor owned/procured vehicles used to perform Government contracts.

2.16.4. The AF will not register or provide license plates for contractor furnished vehicles.

2.16.5. The AF will not license or certify contract employees. Contracts and agreements will require that contractors and employees comply with the vehicle licensing requirements of state and local motor vehicle laws.

2.16.6. Vehicles may be provided to DoD contractors in accordance with contract stipulations only under a cost reimbursement contract within the conditions of DoD guidance.

2.17. Maintain locomotive equipment and railroad assets by trained personnel to provide support for DoD emergency and wartime logistics requirements.

3. The following are responsibilities and authorities:

3.1. The SECAF holds sole approval authority for requests to establish domicile-to-duty requirements. Approval authority is non-delegable.

3.2. AF/A4/7 will:

3.2.1. Develop policy for SECAF approval, issue guidance to implement policy and provide oversight of Air Force management, operation and use.

3.2.2. Manage Air Force vehicle requirements and provide guidance on, and measure compliance with, management, operations and maintenance policies covered in this directive.

3.2.3. Program and budget funds to acquire vehicles, including watercraft and railroad assets.

3.2.4. Plan and budget funds for DoD shuttle services provided by the Air Force.

3.2.5. Report alternative fuel vehicle data as directed in DoD guidance.

3.3. MAJCOMs, Field Operating Agencies and Direct Reporting Units will carry out the policies covered in this directive and help bases to comply.

3.4. The AF vehicle buy program, requirements determination will be formulated through direct coordination between Air Force Element, Vehicle Equipment Management Support Office and Air Force Materiel Command, through Warner Robins Air Force Life Cycle Management Center. The Air Force Life Cycle Management Center is responsible for procurement of all AF registered vehicles, to include issuance of TCTOs, Safety of Use instructions, and cradle-to-grave technical assistance.

Eric K. Fanning
Acting Secretary of the Air Force

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

DoDI 4500.36, *Acquisition, Management, and Use of Non-Tactical Vehicles (NTVs)*, 11 Dec 2012

DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*, May 19, 2011

DoD Administrative Instruction 109, *Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area*, 31 Mar 2011

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

DoD 7000.14-R, *DoD Financial Management Regulations Vol 4*, Oct 2012

AFPD 90-17, *Energy Management*, 29 Nov 2011

AFI 24-301, *Vehicle Operations*, 1 Nov 2008

AFI 24-302, *Vehicle Management*, 26 Jun 2012

AFMAN 24-306 (I), *Manual for the Wheeled Vehicle Operator*, 1 Jul 2009

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Adopted Form

Air Force Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

COCOM—Combatant Commander

DoD—Department of Defense FOA — Field Operating Agency

GSA—General Services Administration

MAJCOM—major command

RDS—Record Disposition Schedule

WMP—War Mobilization Planning

WRM—War Reserve Material