

**BY ORDER OF THE COMMANDER  
INCIRLIK AIR BASE (USAFE)**

**INCIRLIK AIR BASE INSTRUCTION  
24-301**



**1 FEBRUARY 2016**

**Transportation**

**OFFICIAL USE OF VEHICLES AND  
MISUSE PREVENTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 24-3, Management, Operation and Use of Transportation Vehicles, references Air Force Instruction (AFI) 24-301, Vehicle Operations Incorporating Through Change 2, 11 MAY 2012 and AFI 24-302, Vehicle Management and establishes local policy governing official use of Government Motor Vehicles (GMV) and misuse prevention procedures for Incirlik Air Base and outlying Geographically Separated Units (GSU). This instruction applies to all personnel (military, civilian and any authorized government contractor) operating GMV and equipment (owned, rented or leased) assigned or attached to the 39th Air Base Wing (39 ABW). Visibility and emphasis of this instruction is placed at the unit level, under the direct control of the unit commander and responsibility of the units' Vehicle Control Officer (VCO)/Vehicle Control Noncommissioned Officers (VCNCO) to foster better operator care and condition of Incirlik AB's vehicle fleet. 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. 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 in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

## 1. Overview.

1.1. To provide guidance on official use of GMV (owned, rented or leased) assigned or attached to the 39 ABW, to include Geographically Separated Units (GSU), and to reduce/eliminate misuse of GMVs, all designated personnel are expected to adhere to the following guidance.

1.2. All Vehicle Operators (temporary duty [TDY], permanent party, and civilians) will:

1.2.1. Contact the 39th Security Forces Squadron (39 SFS) at 112 on base or 0322-316-3200 for all accidents.

1.2.2. Contact 39 LRS/LGRV at 676-8911, if vehicle is disabled off base during duty hours or 676-7772, if a vehicle is disabled after duty hours. Provide the location and condition of the vehicle(s).

1.2.3. Complete the SF 91, Operator's Report of Motor Vehicle Accident, to be turned in to Vehicle Maintenance with the vehicle and the DD Form 518, Accident Identification Card, if applicable.

## 2. Official Use of Vehicles and Misuse Prevention Procedures.

2.1. All aircraft tow vehicles, Aerospace Ground Equipment (AGE) tow vehicles, and special equipment will not be driven to the dining facility, lodging, Commissary, or Exchange facilities.

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

2.2.1. The TDY status of personnel arriving at Incirlik AB does not justify the use of a GMV. The government base shuttle, Vehicle Operations base taxi service or government aircrew bus service should be used in lieu of a U-Drive-It (UDI) vehicle or permanently assigned GMV whenever possible.

2.2.2. TDY personnel may only operate Air Force owned, rented or leased vehicles on Incirlik AB when in possession of USAFE IMT 181, *Vehicle Operators Permit for Turkey*, a valid stateside license and a military license, as required. All personnel must be briefed on official use policies and operator care responsibilities prior to operating a GMV. Personnel will attend the local traffic safety course given by Wing Safety. Contact Operator Records and licensing (OR&L) at 676-3421 for questions regarding licensing.

2.2.3. GMVs and leased vehicles assigned to Incirlik AB are not authorized for off-base recreational purposes, regardless if used by or in support of permanent party or TDY personnel.

2.3. Permanent Party Personnel Vehicle Use (Non-Inclusive):

2.3.1. Official use for permanent party personnel includes transportation to or from Air Force scheduled appointments (i.e., record checks, dental appointments, etc.). Personnel with appointments at GSUs, such as Ankara or Konya Range, will be supported either by their unit's GMV or by a UDI vehicle, if available.

2.3.2. Approved emergency response personnel and alert aircrew on duty may travel to on base eating establishments and base gymnasium. **NOTE:** Transportation to dining facilities is a personal responsibility for all other permanent party personnel. Others who

can fully justify this privilege must forward a request through Vehicle Management for review and routing for consideration and approval by the 39 ABW/CC.

2.3.3. 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 39 ABW/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 the 39th Force Support Squadron (39 FSS) and 39 LRS/CC. When approved, passenger pickup locations must not be from residential areas. Below are examples of transportation support that require this coordination and approval:

2.3.3.1. Base Sports teams who officially represent the installation at scheduled events.

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

2.3.4. Unauthorized Use of GMV (Non-Inclusive):

2.3.4.1. Use of GMV for transportation to or from any entertainment, recreational or eating facilities is prohibited. This includes parking in an approved area and walking to a prohibited establishment. (e.g. parking by the Safety Office and walking to the Shoppette)

2.3.4.2. Transportation to private quarters on or off-base is prohibited.

2.3.4.3. Liquor, beer and/or wine are not to be transported in a GMV.

2.3.4.4. Personnel will not park GMV in close proximity to the front gate.

2.3.4.5. Permanent, exclusive assignment of a GMV (owned, leased, or rented) to one official or employee based on grade, prestige or personal convenience is unauthorized. Vehicles are authorized and assigned per the Headquarters United States Air Forces in Europe, Logistics (HQ USAFE/A4) vehicle authorization listing and should remain with the intended user. For example, if a vehicle is authorized for a specific function such as the contract management office, this vehicle should not be reassigned to a flight chief or commander as his or her individual vehicle.

2.3.4.6. Do not use GMV for personal or household moves. The 39 LRS, Transportation Management Office (TMO), Personal Property authorizes appropriate moving entitlements.

2.3.4.7. Except when \*incidental to official business, do not use GMV to go to the commissary, Exchange facilities, bowling center, consolidated club, gymnasium, or any NAF activity. Government vehicles will not be used to go to the commissary for purposes of stocking unit fund raising activities (i.e., unit snack bars). Refer requests or uses that appear to conflict with governing directives to the Vehicle Management Superintendent. **NOTE:** Examples of “incidental to official business” may include, but are not limited to, the following. Protocol personnel use GMVs to pick up supplies at the commissary for official functions. Civil Engineering personnel use GMVs to complete work orders at the gymnasium.

2.3.4.8. Event Support: Breakfasts, luncheons, dinners, icebreakers, socials, holiday parties, picnics, wing/unit booster clubs, fridge funds, fundraisers, TOP 3 or 4, company grade officers or enlisted councils, AF Balls and similar events, clubs, or functions on or off-base are not considered official. As such, they are not authorized GMV support.

2.3.5. Official use Determination: All personnel have a responsibility to report fraud, waste and abuse. This includes the misuse of government vehicles of all types (scooters, equipment). When an official use determination arises that is not specifically covered by another section of this instruction, the following questions will be used as guidance for official use:

2.3.5.1. Is the purpose of the trip official?

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

2.3.5.3. Will the request impact mission requirements?

2.3.5.4. Is commercial or DoD-scheduled transportation available? **Note:** The Air Force does not provide transportation support that competes with commercial services.

2.3.5.5. In general, take care to use GMVs only in situations that advance the purpose or fulfill the mission of the United States Air Force, avoiding those situations that give the perception of using GMVs for personal gain or convenience.

### 3. Idling Policy

3.1. Guidelines for eliminating unnecessary idling for all personnel operating GMV/equipment, (owned, rented or leased) assigned or attached to the 39 ABW to include all (GSU). Limiting vehicle idling reduces air pollution and greenhouse gas emissions, and contributes to healthier work environments and the efficient use of government resources. Limiting vehicle idling will also assist in the reduction of fuel related costs and vehicle maintenance. All personnel operating a government vehicle must adhere to the procedures as outlined below.

3.1.1. Vehicles must not idle for more than five minutes while the vehicle is parked, stopped, or standing unless specially exempted in the paragraphs below.

3.1.2. Emergency vehicles requiring engine power for the operation of auxiliary equipment (such as medical instruments, computers, radios, lights/sirens, and communication equipment).

3.1.3. Idling to accomplish secondary functions, such as concrete agitation, load hoisting, fuel pump operation, or other necessary functions.

3.1.4. Idling to warm up a vehicle to operating temperature as specific by the manufacturer.

3.1.5. Buses or vans may idle up to 10 minutes during hot weather to maintain power to the air conditioning system to ensure health and safety of operator.

3.1.6. Idling to test or repair a vehicle.

3.2. Military tactical vehicles are not subject to any idling restrictions.

**4. Permissible Operating Distance (POD):**

4.1. The POD for Incirlik AB and GSUs are established for official government business and is limited to certain cities and distances. Contact your unit VCO/VCNCO to obtain a copy of your local POD listing prior to use to avoid misuse cases or violations.

**5. Terminal Transportation Requirements:**

5.1. Vehicle Operations Dispatch will provide Adana Airport transportation to personnel traveling to and from Incirlik AB on official orders. Leisure travelers may be accommodated on a “space available” basis. 39 ABW/CC may authorize “space required” terminal transportation to the Adana Airport for all personnel during heightened FPCONs. Schedule requests in advance by calling 676-1986.

5.2. Requests for Distinguished Visitor (DV) transportation must be coordinated through the base Protocol office.

JOHN C. WALKER, Colonel, USAF  
Commander

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

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

AFI 40-102, *Tobacco Free Living, 14 July 2015*”

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

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 09 October 2013

DOD 4500.36R, *Management, Acquisition and Use of Motor Vehicles*

JTR Chapt 3, Part E, *Government Conveyance Use on TDY*

#### *Prescribed Forms*

No forms prescribed.

#### *Adopted Forms*

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

AF Form 1800, *Operator’s Inspection guide and Trouble Report*, 1 April 2010

DD Form 518, *Accident Identification Card*, 1 October 1978

SF 91, *Motor Vehicle Accident Report*, 1 February 1993

#### *Abbreviations and Acronyms*

**39 ABW**—39th Air Base Wing

**39 ABW/CC**—39th Air Base Wing Commander

**39 FSS**—39th Force Support Squadron

**39 LRS/CC**—39th Logistics Readiness Squadron Commander

**39 LRS/LGRDF**—39th Logistics Readiness Squadron Distribution Personal Property

**39 LRS/LGRV**—39th Logistics Readiness Squadron Vehicle Management

**39 LRS/LGRVM**—39th Logistics Readiness Squadron Vehicle Maintenance

**39 LRS/LGRVO**—39th Logistics Readiness Squadron Vehicle Operations

**39 MSG/CC**—39th Mission Support Group Commander

**39 SFS**—39th Security Forces Squadron

**AFPD**—Air Force Prescribing Directive

**AFRIMS**—Air Force Records Information Management System

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AGE**—Aerospace Ground Equipment

**AT/FP**—Anti-Terrorism Force Protection

**CACV**—Command and Control Vehicle

**DFAC**—Dining Facility

**DV**—Distinguished Visitor

**GMV**—Government Motor Vehicle

**GSU**—Geographically Separated Units

**HQ USAFE/A4**—Headquarters, United States Air Forces in Europe, Director of Logistics

**IAW**—In Accordance With

**NAF**—Non-Appropriated Funds

**OPR**—Office of Primary Responsibility

**OR&L**—Operators Records and Licensing

**RDS**—Records Disposition Schedule

**SECAF**—Secretary of the Air Force

**TDY**—Temporary Duty

**TMO**—Traffic Management Office

**UDI**—U-Drive-It

**VCO**—Vehicle Control Officer

**VCNCO**—Vehicle Control Non-Commissioned Officer

**VMCS**—Vehicle Maintenance Customer Service (VMCS)