

**BY ORDER OF THE COMMANDER
65TH AIR BASE WING (USAFE)**

LAJES FIELD INSTRUCTION 24-303

22 AUGUST 2011

Transportation

VEHICLE OPERATIONS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Directive 24-3, *Operation and Use of Ground Transportation Vehicles* and AFI 24-301, *Vehicle Operations*. It establishes policy for official use of government owned, rented and leased vehicles (GOV) at Lajes Field, Azores, Portugal and outlines vehicle misuse reporting procedures. Vehicles financed through non-appropriated funds are exempt from this instruction. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publications*; route AF Form 847s from the field through the Lajes Field publications/forms manager. Ensure 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/gcss-af61a/afrims/afrims/rims.cfm>.

1. General. Use of GOV for personal reasons is a violation of statutory law (40 U.S.C. 491), The Joint Federal Travel Regulation U3200, *Government Conveyance Use on Temporary Duty (TDY)*, The Joint Travel Regulations C2050, *Government Automobile*, DOD 4500.36R, *Management, Acquisition, and Use of Motor Vehicles* and AFI 24-301, *Vehicle Operations*.

1.1. Personnel should refer to AFI 24-301, *Vehicle Operations*, USAFE Supplement 1, Chapter 2 for further guidance.

1.2. U-drive-it (UDI) vehicles are limited. All UDIs require a written request through the requesting units Vehicle Control Officer/Noncommissioned Officer (VCO/VCNCO). The written request must clearly justify the sole use requirement. Vehicle Operations will provide a non-availability statement if assets aren't available.

2. Prohibited Vehicle Use (Non-Inclusive)

2.1. Government vehicles will not be driven to the following locations except to perform official duties: The Exchange, the Shoppette, Top of the Rock Club (TORC), Sargento's, DeCA Commissary, post office, on-base eating establishments, lodging, outdoor recreation, Chase Fitness Center, theater, bank, automated teller machines or private quarters. Note: Sections 3.1 and 4.3 provide limited exception for emergency response vehicles and members in TDY status.

2.2. Government vehicles will not be parked in an approved area with the intent to walk to a prohibited establishment.

2.3. Government vehicles (to include low speed vehicles) will not be used to transport personnel and dependents arriving/departing on Permanent Change of Station (PCS) orders between the Pax Terminal or Commercial Terminal and quarters.

2.4. Personnel on house hunting PTDY will not use government vehicles for house hunting purposes. Air Force vehicles assigned to housing offices may be used by Housing Office employees to transport newly arrived members to search for off-base housing.

2.5. Exclusive assignment of a GOV (owned, rented, or leased) to one official or employee based on grade, prestige, or personal convenience is unauthorized. Vehicles are authorized and assigned per the 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 to be used as their individual vehicle.

2.6. Government vehicles may not be used for personal household goods moves. The Traffic Management Office authorizes appropriate moving entitlements.

2.7. Government vehicles will not be used for purposes of stocking or set up for unit fundraising activities (i.e., festival food booths, unit snack bars, squadron picnics or holiday parties).

2.8. Use of government vehicles for transportation to any entertainment or recreational facility is prohibited.

3. TDY Personnel Vehicle Use (Non-Inclusive)

3.1. TDY personnel may use government vehicles anywhere on base except permanent party private housing areas. Off-base use is restricted to official business and reputable eating establishments in reasonable proximity to the base. Off-base use for entertainment purposes is prohibited. Personnel found not in compliance with these instructions will lose UDI privileges on this installation. For off-base travel, personnel must have license validated by 65th Security Forces Squadron.

3.2. Lajes Field's limited resources will be prioritized based on mission importance; efforts to use military taxi and/or commercial services will be utilized first. Aircrew members on station less than 72 hours will be provided aircrew shuttle and military taxi support for official business only.

4. Permanent Party Personnel Vehicle Use

4.1. Official use determinations must consider whether use is essential to complete a Department of Defense mission and consistent with the intended use of the vehicle.

4.2. Government vehicles may be driven to Air Force scheduled appointments (i.e., record checks, dental appointments, hospital outpatient appointments, etc.) and to perform official duties.

4.3. The following personnel and agencies are authorized to take emergency response vehicles to on-base eating establishments and Chase Fitness Center: 65th Civil Engineer Squadron (Firefighting Personnel only), 65th Security Forces Squadron (Security Patrols only), and 65th Medical Group (Ambulance Crews only). Authority is limited to on-duty emergency response personnel only.

4.3.1. Approved dining facilities: Ocean View Grill, TORC, Portuguese Terminal, the Shoppette, Bowling Center, Sargento's, Subway, and DeCA Commissary.

4.3.2. For the Exchange, the Shoppette and Commissary, visit will be limited to purchasing items for immediate consumption. Personnel are prohibited from combining visit for official and personal convenience.

4.4. The 65th Air Base Wing Commander is authorized Command and Control authority for domicile to duty transportation and is allowed to park overnight at his/her quarters.

4.5. Entertainers, guests and their supplies and equipment essential to morale and welfare programs may be transported using utility type vehicles and buses. Support must be coordinated through Vehicle Operations and Force Support Squadron. Non-appropriated Funds (NAF) and commercial sources must be used before Air Force assets are used.

4.6. The following organizations can be provided vehicle support when it can be made available without detriment to the mission:

4.6.1. Command or base varsity teams composed of personnel who officially represent the installation in scheduled events, when vehicles and personnel are available without detriment to the mission.

4.6.2. Military personnel or dependent spectators attending local events in which a command or base-sponsored team is participating, when vehicles and personnel are available without detriment to the mission.

4.6.3. Use of utility type vehicles for cargo movements is authorized.

4.6.4. Civilian groups transported to military installations in the interest of community relations, when officially invited by the installation commander.

4.6.5. Base sponsored tours and trips, when operated on a nonprofit basis. Assets may be used only after mission requirements have been met.

4.6.6. Scouting programs (Boy Scouts and Girl Scouts of America), when vehicles and personnel are available without detriment to the mission.

4.6.7. Child development center sponsored activities, when vehicles and personnel are available without detriment to the mission.

5. Permissible Operation Distance (POD). The POD for official government business is limited to the island of Terceira.

6. Official Use Guidance

6.1. When an official use determination arises and is not covered by another section of this instruction, the following questions will be used as guidance:

6.1.1. Is the purpose of the trip official?

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

6.1.3. Will the request negatively impact mission requirements?

6.1.4. Is commercial or DoD scheduled transportation available? The Air Force does not provide transportation support that competes with commercial services.

6.1.5. In the absence of specific guidance concerning official use determination, commanders should err on the side of protecting the public trust rather than providing questionable service.

6.1.6. Contact 65 LRS/LGRDDO, ext. 535-3780, for additional guidance.

7. Misuse Reporting

7.1. Any suspected vehicle misuse must be reported to 65 LRS Operator Records and Licensing section, ext. 535-4291. Provide the following information: vehicle registration number, location the misuse occurred, date and time of occurrence and a description of what was witnessed. Anyone may report vehicle misuse.

7.2. When misuse is reported, a misuse notice will be forwarded to the member's unit commander through the 65th Logistic Readiness Commander. Units have two weeks to respond with justification for the vehicle use or actions taken to prevent reoccurrence.

7.3. Operator Records and Licensing will log and file all misuse cases. Misuse response letters will be maintained in the misuse case file for 2 years.

JOSE A. RIVERAGAUD, Colonel, USAF
Commander, 65th Air Base Wing

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

AFPD 24-3, *Operation and Use of Ground Transportation Vehicles*, 6 September 2006

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

AFI 24-301_USAFE Supplement 1, *Vehicle Operations*, 27 October 2003

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

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

The Joint Federal Travel Regulation Volume 1, *Uniformed Service Members*, paragraph U3200, Government Conveyance Use on TDY, 1 January 2009

Joint Travel Regulations Volume 2, *Department of Defense Civilian Personnel*, paragraph C2050, Government Automobile, 1 January 2009

Prescribed and Adopted Forms***Prescribed Forms***

No Forms Prescribed

Adopted Forms

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

Abbreviations and Acronyms

ABW—Air Base Wing

AAFES—Army Air Force Exchange Services

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

BX—Base Exchange

CC—Commander

DOD—Department of Defense

GOV—Government owned, rented and leased vehicles

LRS—Logistic Readiness Squadron

PCS—Permanent Change of Station

POD—Permissible Operating Distance

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TDY—Temporary Duty

UDI—U-Drive-It vehicle

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Non-Commissioned Officer

Terms

Adopted Form— A form used (required) in a publication other than the prescribing publication.

Certifying Official— A minimum of one organizational level above the OPR, this individual certifies the need for the publication, to include currency of information, applicability to the Air Force, and propriety of content.

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Form— A tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive purpose or object, as defined in an official Air Force publication.

Office of Primary Responsibility— The originating office for a publication; the author of the publication is an individual within the OPR. OPRs are solely responsible for the accuracy, currency, and integrity of their publications and forms.

Records Disposition Schedule (RDS)— The official schedule that authorizes/governs the disposition of Air Force records, which contains National Archives and Records Administration (NARA) approval authority.

Records Management— The planning, controlling, directing, organizing, training, promoting and any other managerial activity related to records creation, records maintenance and records disposition for the sake of achieving adequate and proper documentation of the policies and transactions of the Federal Government and effective economical management of agency operations.