

**BY ORDER OF THE COMMANDER
MACDILL AIR FORCE BASE**

AIR FORCE INSTRUCTION 24-301



**MACDILL AIR FORCE BASE
Supplement**

2 JULY 2014

Transportation

VEHICLE OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of AFI 24-301 *Vehicle Operations* for managing Vehicle Operations on MacDill Air Force Base (AFB). It applies to all MacDill AFB assigned or visiting organizations that operate and control Air Force government motor vehicles (GMV). This includes operators of other U.S. or coalition military services (Army, Navy, Marines, Coast Guard), other Department of Defense (DOD) agencies, and any government contractor specifically authorized to use MacDill AFB controlled Air Force (AF) GMVs as a condition, clause or amendment of their contract. Vehicles procured through non-appropriated funds are exempt from this policy guidance. The law provides penalties for the willful misuse or authorization of any government-owned, government-leased, or government-rented motor vehicle for other than official purposes. Civilian employees who misuse GMVs will have action taken in accordance with the Civilian Personnel Manual. 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. This Air Force Instruction (AFI) may be supplemented at any level, but all supplements must be routed to 6 LRS/LGRD for coordination prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained 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). located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. (T-3)

1.7.6.1. **(Added-MACDILLAFB)** The maximum allowable driving time for all 6 AMW personnel will be in concert with CFR 49, Part 395, and is as follows:

1.7.6.1.1. **(Added-MACDILLAFB)** Property Carrying Vehicle - No more than 11 cumulative hours following 10 consecutive hours off-duty.

1.7.6.1.2. **(Added-MACDILLAFB)** Passenger Carrying Vehicle - No more than 10 hours following 8 hours consecutive hours off-duty.

1.7.6.2. **(Added-MACDILLAFB)** Vehicle Operators must receive written approval from unit commander if driving time exceeds more than times listed in 1.7.6.1., to include a Risk Management (RM) Assessment. If a GMV is utilized from the Installation U-Drive It (UDI) Fleet the RM Assessment must be routed to LRS/LGRDDO and filed with the transportation request in the Vehicle Operations Control Center (VOCC). See **Attachment 12** for RM assessment sheet.

2.8.1. **(Added-MACDILLAFB)** A Permissible Operating Distance (POD) radius of 100 miles is in effect for all installation GMVs, including rented/leased vehicles. Requests to exceed the POD must be signed by the unit commander or Vehicle Control Officer or Noncommissioned Officer, and then forwarded to 6 LRS/LGRDDO. The following units are exempt and are authorized to exceed the POD in support of routine mission requirements: 6th Logistics Readiness Squadron Vehicle Operations Element, 6th Civil Engineer Squadron Explosive Ordnance Disposal, and 6th Force Support Squadron Honor Guard. These units may not exceed 600 miles in the performance of their duties, nor may they compete with commercial transportation outside that radius. See **Attachment 10** for POD map.

2.8.2. **(Added-MACDILLAFB)** Personnel TDY to MacDill may use GMVs off-base for sustenance only. The one-way distance of 10-miles from MacDill AFB is adequate for locating reputable eating and lodging establishments. GMVs are not authorized outside of the 10-mile one-way distance without prior authorization from 6 LRS/LGRDDO. Authorizations are documented in On-line Vehicle Interactive Management System (OLVIMS). See **Attachment 10** for reasonable proximity POD map for TDY personnel.

3.1.1. **(MACDILLAFB)** Public and commercial transportation in the Tampa Metropolitan Area is adequate in all situations except for substantiated security risks or declared emergencies. Terminal transportation constraints are not intended to restrict travel entitlements or modes of travel for those personnel in official travel status. Use of vehicle resources to support administrative activities, for which sufficient public transportation or commercial services exist detracts from direct mission support and will be avoided. Every terminal transportation request will be reviewed and acted upon on a case-by-case basis. Support will not be provided solely based on reasons of rank, position, prestige or personal convenience. When terminal service is authorized, it will not be provided to or from private quarters. The pick-up and drop off shall be at the member's official duty location on the installation. Groups of 8 or more may request 6 LRS to provide group terminal transportation support. This approval will be based on a cost analysis and maintained on file in the Vehicle Operations Element.

3.9.1. **(MACDILLAFB)** Alert aircrews and emergency response forces (groups organized for emergency response purposes; e.g., Law Enforcement and Fire Department) are authorized to use GMVs to secure meals from dining facilities operating under the Food Transformation Initiative Program. These facilities include Diner's Reef, Surf's Edge Club, Sea Scapes Beach

Club, Bay Palms Golf Course, and MacDill Lanes Bowling Alley. Additionally, travel to AAFES eating establishments to include the shoppette and Commissary is authorized. The use of drive-thru windows is prohibited. Personnel on alert status or organized for emergency response are authorized to use GMVs for travel to MacDill's Short Fitness Center. Authorized GMVs include those assets that provide emergency response capability and transportation for alert aircrews.

3.9.2. **(MACDILLAFB)** Personnel may utilize GMVs to secure carry-out meals in bulk from Diner's Reef during mobility/contingency support operations.

3.19. **(MACDILLAFB)** Pet Transportation is not authorized GMV support. Only exception to this rule will be made by the Wing Commander, Installation Control Center, or Emergency Operations Center if transportation is required for evacuation purposes.

3.33.2. **(Added-MACDILLAFB)** MacDill Air Force Base Installation Commander delegates authority to 6 AMW Public Affairs and/or 6 AMW Protocol Offices to invite and make determinations on base activities that are community relations. Any Civilian Organization's GMV requirements should be coordinated with aforementioned offices before requesting transportation from 6 LRS/LGRDDO. This authority is not delegable to USCENTCOM or USSOCOM Public Affairs or Protocol Offices. USCENTCOM and USSOCOM will interact with their wing equivalents to seek approval for determinations on community relations transportation support.

3.34.1. **(Added-MACDILLAFB)** 6 AMW Public Affairs and/or Wing Protocol has authority to make determination whether GMV support will be authorized to transport Civilian organizations (non-reimbursable) to military installations (limited to local area travel) to take part in base activities in the interest of community relations.

3.42.1. **(Added-MACDILLAFB) AMC Space-A Passengers:** All personnel flying space-available to MacDill AFB are authorized GMV travel from the aircraft to the passenger terminal only.

SCOTT V. DeTHOMAS, Colonel, USAF
Commander

Attachment 10 (Added-MACDILLAFB)

POD MAP



Attachment 11 (Added-MACDILLAFB)

REASONABLE PROXIMITY MAP

REASONABLE PROXIMITY POD MAP FOR TDY PERSONNEL



