

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

**AIR FORCE INSTRUCTION 24-
301_OFFUTTAFB SUP**



4 MARCH 2014

Transportation

VEHICLE OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Charles D. Kuhl)

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OAFBSUP1, 2 January 2002,
and AFI 24-301 OAFBSUP1,
17 April 2007

Pages: 7

AFI 24-301, *Vehicle Operations*, is supplemented as follows: This supplement applies to all 55th Wing and associate units, and agencies providing or requiring base transportation support on or from Offutt AFB. The supplement points out the intended use of government motor vehicle transportation. 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). Contact supporting records managers as required. Refer recommended changes and questions to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through 55 CS/SCXKP, 201 Lincoln Highway, Suite 206, Bldg. 41, Offutt Air Force Base, Nebraska, 68113.

SUMMARY OF CHANGES

This base supplement was created in accordance with AFI 24-301, *Vehicle Operations*, 1 November 2008, incorporating through change 2, 11 May 2012, and AFI 24-301 Air Combat Command Supplement, 14 AUGUST 2009, which addresses authorized and unauthorized uses of government motor vehicles (GMV) in chapter 3 and attachment 8. It expounds upon established policies and procedures in AFI 24-301 and DoD 4500-36-R, *Management, Acquisition and Use of Motor Vehicles*, and serves as the foundation for the 55th Wing vehicle use program.

GREGORY M. GUILLOT, Colonel, USAF
Commander, 55th Wing

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

AFI 24-301, Vehicle Operations, 1 November 2008

AFI 24-301, ACCSUP, Vehicle Operations, 14 August 2009

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

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

Abbreviations and Acronyms

AEO—Airborne Emergency Action Officer

AF—Air Force

AFFP—Air Force Fitness Program

AFRIMS—Air Force Records Information Management System

CAC—Common Access Card

CACV—Command and Control Vehicle

DoD—Department of Defense

FSS—Force Support Squadron

GMV—Government Motor Vehicle

LRS—Logistics Readiness Squadron

JQS—Job Qualification Standard

MWR—Morale, Welfare, and Recreation

NAF—Non-appropriated Fund

PCS—Permanent Change of Station

TDY—Temporary Duty

VOE—Vehicle Operations Element

Attachment 8

GENERAL OFFICIAL-USE RULES FOR GMVS

Table A8.1. General Official-Use Rules.

RULE	If the person(s) requiring transportation is/are:	And the transportation is required for:	Then Government Motor Vehicle transportation is:
2	Permanent party personnel, including DOD civilian employees, and approved contractors using government provided vehicles.	Traveling to and from on or off-base quarters.	NOT AUTHORIZED. References: DOD 4500.36_R, Para C4.2.7.5 and Para C4.2.8. AFI 24-301, Para 3.15. Exception: Only when the military member or DOD civilian employee is specifically authorized domicile-to-duty transportation. The 55 WG/CC is authorized a Command and Control Vehicle (CACV) and thus domicile-to-duty privileges. (55 WG/CC is authorized to park the CACV at his/her on-base residence.). When WG/CC authority is delegated, so too is the CACV and domicile-to-duty privilege.
8	Military members or DOD civilian employees on funded TDY status or individuals performing AEAO duties.	Reputable eating establishments, drug stores, barber shops, places of worship, dry cleaners, or any other similar places required for sustenance of the member.	AUTHORIZED. References: DOD 4500.36-R, Para C2.5.4.2. and AFI 24-301, Para 3.6.1. Restrict off-base use to establishments in reasonable proximity to the installation: a one-way distance of 15 miles from place of lodging will be used as a guide. Use of the vehicle will always be predicated on need, distance involved, and other conditions that justify its use.
22	Permanent party or TDY military members or DOD civilian employees or their dependents.	To or from a squadron/base holiday party, picnic, AF Ball, etc.	NOT AUTHORIZED. References: AFI 24-301, para 3.38. and DOD 4500.36R, Para C2.5.1.1. These are not official functions and attendance is optional. Breakfasts, luncheons, dinners, icebreakers, socials, holiday parties, fini-flights, picnics, wing/unit booster clubs, fridge funds, fundraisers, TOP 3 or 4,

			company grade officer or enlisted councils, AF Balls and similar events, clubs, or functions on or off-base are not considered official.
23 (added)	Permanent party or TDY military members.	Fitness activities other than official AFFP testing.	NOT AUTHORIZED. Reference: AFI 24-301, Para 3.30. Transportation for unit or installation sponsored/mandatory physical fitness activities remains an individual responsibility. Note: GMVs can be driven to an approved assessment facility/location for officially scheduled testing only.
24 (added)	Military or civilian personnel on Official PCS orders.	Transportation by the LRS Air/Passenger Terminal to/from aircraft, by Vehicle Ops in the event of an emergency relocation situation, or to transport a family (with pet) to/from the airport in conjunction with PCS (note: family would have to meet other requirements to be authorized transport).	AUTHORIZED. Reference: AFI 24-301, Para 3.19. Pet travel will is only approved in the case of official business, e.g. PCS. The family pet must always be under the control of the owner, either leashed or caged, to ensure the safety of the driver and passengers. Owners will be held responsible for the behavior of their pets and any damage caused to a vehicle.
25 (added)	55 OG/CC.	Travel to/from on-base quarters to eat, on-base dining facilities or the fitness center during on-going flight operations.	AUTHORIZED UNDER LIMITED CIRCUMSTANCES. Reference: AFI 24-301, Para 3.10. This authority is only for eating at the on-base home or other on-base facilities during on-going flight operations, not domicile to duty, as described in AFI 24-301, section 3M. Note: The Government Motor Vehicle (GMV) is NOT authorized to be parked at quarters overnight.
26 (added)	Military or DOD civilian members	When conducting official off-base duties at a site	AUTHORIZED. References: DOD 4500.36-R, Para

	conducting official off-base duties.	more than 10 miles from Offutt, permanent personnel are authorized to stop at off-base eating establishments in the immediate vicinity or direct route of the off-base work site to Offutt.	C2.5.4.2. and AFI 24-301, Para 3.7.1. Note: Members are NOT authorized to stop at private quarters or for shopping purposes.
27 (added)	Base entertainers or guests (and their equipment).	Transport to/from essential morale and welfare programs.	AUTHORIZED. Reference: AFI 24-301, Para 3.59.3.1.3. Note: When available and appropriate, NAF and commercial transportation services will be used. All requests must be coordinated through FSS and LRS commanders and approved by the installation commander. Transportation services will be provided based on the availability of operators and vehicles, without detriment to the DOD mission.
28 (added)	Military personnel or dependent spectators attending local events in which a command or base-sponsored team is participating.	Transport to/from scheduled varsity sporting events.	AUTHORIZED. Reference: AFI 24-301, Para. 3.59.3.1.1 and 3.59.3.1.2. When available and appropriate, NAF and commercial transportation services will be used. All requests must be coordinated through FSS and LRS commanders and approved by the installation commander. Transportation services will be provided based on the availability of operators and vehicles, without detriment to the DOD mission. Note: Support is predicated on the varsity team being on official orders.
29 (added)	MWR, Family Services, or anyone requesting bus transportation on their behalf.	DOD authorized MWR or family service center programs (non-reimbursable). Parts of base youth activities or Scouting Programs officially chartered by MWR.	AUTHORIZED. Reference: AFI 24-301, Para. 3.59 & Para. 3.59.1. All requests must be coordinated through FSS and LRS commanders and approved by the installation commander. Note: This service is limited to full support of Category A, substantial support of Category B, and some limited support of Category C MWR activities, when such

			transportation can be made available without detriment to the DOD mission. When available, NAF and/or commercial transportation sources will be used.
30 (added)	Civilian guests invited onto the installation in the interest of community relations.	Official change of command ceremonies, base tours, annual open house/air show, etc.	AUTHORIZED. Reference: AFI 24-301, Para. 3.33. Only when officially invited/approved by the installation commander or other competent authority (delegated in writing). This is not to be interpreted as authority to transport a member's relatives or personal friends invited to attend activities such as retirements, promotions, awards ceremonies, dedications, funerals, or any other similar function. GMV support is limited to local travel. Space available provisions apply.
(Note: Not all-inclusive, contact 55 LRS/LGRDDO for situational clarification)			