

**BY ORDER OF THE COMMANDER  
SPACE & MISSILE SYSTEMS CENTER**

**SPACE AND MISSILE SYSTEMS CENTER  
INSTRUCTION 24-101**

**30 SEPTEMBER 2009**

***Transportation***

***MOTOR VEHICLE MANAGEMENT  
ACTIVITIES***



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This regulation establishes policies and procedures for the management and the administrative use of government motor vehicles. This regulation applies to assigned and tenant organizations.

***SUMMARY OF CHANGES***

This revision provides updated guidance for the use of government motor vehicles (GMV); identifies current policies and procedures for permissible operating distance (POD), and U-Drive-Its(UDI).

- 1. Reference.** AFI 24-301, Vehicle Operations, Official Use of Motor Vehicles.
- 2. Determining Official Use.** Statutory law (40 U.S.C. Section 491) prescribes that DoD establish (DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles) an effective means of limiting the use of government motor vehicles (GMV) to official governmental purposes. One simple rule applies with respect to official use of government vehicles: *Restrict the use of all DoD motor vehicles, including those rented or leased, to official purposes only, that is, uses that would further the mission of the Air Force. Providing a government vehicle solely or even principally to enhance the comfort or convenience of the member(s) is not permitted. Government vehicle use to and from domicile and airport terminals only applies to members with Duty to Domicile authorizations. Currently this is SMC/CC and 61 ABW/CC.*

### **3. U-Drive-It (UDI) Vehicle Requirements & Limitations.**

3.1. UDI vehicles are on a first come, first serve basis. Reservation should be made as far in advance as possible. Operators must possess a valid commercial driver's license. If a UDI is unavailable, a non-availability letter will be issued to the requester. UDIs will not be dispatched over a period exceeding 5 days without approval from the Vehicle Operation Branch (VOB).

3.2. The approved POD applicable to UDIs assigned to Los Angeles AFB (LAAFB), is a 180 mile radius.

3.3. UDIs assigned to the LAAFB, will not be used for travel, which exceeds the POD without prior approval. The VOB may authorize exceptions based on vehicle availability, requested destination, and mission necessity/impact.

3.4. UDIs assigned to the LAAFB, are primarily for the use of assigned and attached personnel for official travel within the established POD. Contractor(s) use of UDIs is not authorized unless such a provision is included within the contractors Statement of Work.

3.5. Members on temporary duty (TDY) may be assigned a vehicle based on vehicle availability, total days requested and mission necessity/impact. The VOB approves/denies all vehicle requests. Personnel assigned to LAAFB have priority.

3.6. UDI support will be made available to Inspector General (IG) teams when available and only if required to perform official inspections. IG team member with "rental car" authorized on TDY orders will not be issued a UDI.

3.7. UDIs will be operated in accordance within state and local traffic safety laws and regulations. Vehicle operators are responsible for all traffic citations issued by state, federal, and local law officials. The vehicle operator will report all traffic citations to the VOB immediately upon returning the vehicle. Accidents involving UDIs will be reported immediately in accordance with instructions contained in the glove compartment of the vehicle.

**4. Permanently Assigned GMVs.** GMVs assigned on a permanent basis to LAAFB agencies will be used for official travel within the POD and may only be used for TDY travel (within the POD) when travel orders direct travel by government furnished vehicle. Command & Control vehicles may be operated up to a 500-mile radius.

**5. Dispatching.** UDIs will be dispatched by the VOB. Drivers of chauffeur-driven vehicles will accept instructions from the VOB dispatcher only. The dispatcher will not release chauffeur-driven vehicles for trips outside the POD without prior approval from the Logistics Flight commander.

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