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Transportation

GROUND TRANSPORTATION

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This instruction implements Air Force Policy Directive 24-3, *Management, Operation and Use of Transportation Vehicles*. This publication is applicable to all authorized users of Air Force Government Motor Vehicles (GMVs) regardless of service affiliation and also applies to the Air National Guard and the Air Force Reserve, as well as the Civil Air Patrol and non-appropriated fund activities. It also applies to government contractors specifically authorized to use Air Force GMVs as a condition, clause, or amendment of their contract. Air Force Instruction (AFI) 34-204, *Property Management*, requires organizations using non-appropriated funded vehicles to adhere to this directive. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, *Records Maintained on Individuals*, United States Code, Section 552a(b) and Department of Defense Manual (DoDM) 4500.36, *Acquisitions, Management, and Use of Department of Defense (DoD) Non-Tactical Vehicles*. The applicable SORNs F024 AF IL C, Motor Vehicle Operator's Records and F031 AF SP L, Traffic Accident and Violation Reports are available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the Air Force Installation and Mission Support Center (AFIMSC). This Instruction may be supplemented at any level. All supplements must be routed through AFIMSC, National Guard Bureau or Air Force Reserve Office of Primary Responsibility (OPR) functional managers prior to certification. MAJCOM/Direct Reporting Unit

supplements must also be routed to HQ USAF/A4LR prior to certification and approval for implementation. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. 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.

SUMMARY OF CHANGES

Changes include the deletion of the installation Official Use policy letter requirement in [paragraph 1.10.1](#); update of [paragraphs 3.8.5](#), 3.8.8., 3.9.2., and 3.18.1. regarding temporary duty guidance, special command position housing, Invitational Travel Allowance support, and support for Operational and Military Community Activities; nomenclature update of AFI 38-101, *Manpower and Organization* and AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*; link correction for the *Education and Training Course Announcement* website; lastly, the explanation of Permissible Operating Distance has been updated in the *Terms* section.

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Chapter 1

GROUND TRANSPORTATION PRINCIPLES AND CAPABILITIES

Section 1A—General Information and Administration

1.1. Principles of Centralized and Consolidated Mission Support.

1.1.1. Ground Transportation policies and practices have been established to ensure maximum utilization of pooled personnel and vehicle resources to meet legislative direction, DoD and Air Force policy requirements, and maintain proficiency of wartime skills requirements.

1.1.2. Ground Transportation Support personnel should be fully utilized, to include rescheduling, if mission and request allows, prior to authorizing use of specialized motor vehicles and equipment (large passenger moving vehicles, tractor-trailers, Material Handling Equipment, etc.) by personnel not assigned to the Ground Transportation work center. This best ensures maximum use of the centralized trained and certified personnel and equipment pools and increased proficiency of operators while minimizing additional duties and training requirements on other functional communities.

1.1.3. Ground Transportation will partner with Fleet Management and Analysis in developing installation support efforts (shuttles, taxi, etc.) that minimize use of unit assigned vehicles in favor of trained Ground Transportation personnel and vehicle support. **(T-0)**.

1.2. Ground Transportation Standard Mission Capabilities and Services.

1.2.1. Passenger Movement: The use of bus, shuttle services, on-demand taxi, and similar support provide the capability to transport personnel between offices, work centers, on or between installations, and other official destinations.

1.2.2. Cargo Movement: The use of tractor-trailer, Material Handling Equipment, and similar support to provide the capability to transport cargo between work centers, on or between installations and other official destinations.

1.2.3. Micro-level Fleet Management: Application of fleet management principles (accountability, rotation, safety and security oversight) to maximize use and vehicle end-of-life of the Air Force's assigned vehicle fleet and professional, licensed operators for improved mission support.

1.2.4. Ground Logistics Mission Planning: Peacetime and contingency or combat ground-based transportation mission planning across the full spectrum of permissive and non-permissive environments. Examples: Movement of War Reserve Materiel, Military Operations Other Than War, supplies and equipment for mobilization, deployment, and employment and application of tactics, techniques and procedures in a combat environment.

1.2.5. U-Drive-It Vehicle Support: Provides short-term use vehicles under centralized control to ensure the minimum assets are required to accomplish the maximum number of requirements. U-Drive-It support should be limited to general purpose vehicles requiring little additional training, with trained operators and vehicles assigned to more specialized requirements such as; tractor-trailers, material handling equipment and large passenger vehicles.

1.2.6. Vehicle Servicing: Manages GMV operator care facilities and conducts operator care of vehicles.

1.2.7. Wrecker/Recovery: Retrieves disabled vehicles for transport to military or commercial intermediate maintenance facilities and provides emergency services to clear runways, taxiways, and airfield access roads.

1.2.8. Vehicle Licensing: Manages the installation's vehicle examination and licensing programs in accordance with DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*.

1.2.9. Official Use: Advises installation leaders on official use determinations regarding the use of GMVs. Ground Transportation also serves as the monitoring and reporting authority for the installation. They collect and analyze official use complaints and communicates those complaints and trends to leaders.

1.2.10. Readiness Honed IN Operations (RHINO): RHINO is the base-level Ground Transportation readiness program to organize, train, and equip Ground Transportation personnel (Total Force) for both wartime and contingency missions.

1.3. Federal Law and Department of Defense (DoD): Federal law and DoD policies place restrictions on the use of Air Force GMVs and services. All personnel are to comply with requirements as they apply to GMV use. For additional information regarding Ground Transportation responsibilities, operations, authorizations or use of government assets refer to:

1.3.1. Title 40 United States Code, Subtitle I, Chapter 5, Subchapter VI - *Motor Vehicle Pools and Transportation Systems*, prescribes that the DoD establish guidance to manage government vehicular equipment.

1.3.2. DoDD 4500.09E, *Transportation and Traffic Management*.

1.3.3. DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*.

Section 1B—Overall Roles and Responsibilities

1.4. Directorate of Logistics, Logistics Readiness Division (USAF/A4LR) will:

1.4.1. Establish and update AF policy for managing Ground Transportation capabilities and operations.

1.4.2. Serve as the Career Field Manager for Air Force Specialty Code 2T1XX, responsible for development and management of functional training policies and administration of functional manpower requirements in accordance with AFI 36-2651, *Air Force Training Program*, and AFI 38-101, *Manpower and Organization*.

1.4.3. Develop policy for effective operation and official use of GMVs.

1.4.4. Liaise between executive agencies such as Department of Transportation (DoT), DoD, and other branches of service on operation, training and use of GMVs.

1.4.5. Host Ground Transportation Career Field Workshops and Working Groups such as;

1.4.5.1. The Ground Transportation Specialty Training Requirements Team and Utilization and Training Workshops in accordance with AFI 36-2651.

1.4.5.2. The Ground Transportation Working Group. The Ground Transportation Working Group is hosted by AF/A4LR annually, or more frequently as determined by the Career Field Manager.

1.4.5.2.1. The working group is composed of Total Force personnel and assists with strategic guidance and planning relevant to the Ground Transportation specialty and Ground Transportation work centers.

1.4.5.2.2. At a minimum, the working group should consist of subcommittees to address; Policy and Compliance, Process Improvement and Innovation, Personnel Development and Training, Emerging Technologies, and Vehicle and Traffic Safety.

1.4.6. Serve as the Air Force Functional Area Manager, the principal advisor to the Deputy Chief of Staff for Logistics, Engineering and Force Protection on the management and oversight of personnel and equipment within the 2T1XX functional area in accordance with AFI 10-401, *Air Force Operations Planning and Execution*.

1.5. AFIMSC, National Guard Bureau (NGB) and Air Force Reserve (AFR).

1.5.1. Assists installations and activities under their jurisdiction in achieving operational standardized efficiency.

1.5.2. Validates management controls and oversight to ensure validity of Ground Transportation Operations Center data, adherence to GMV official use guidance, and training and certification programs to ensure effectiveness, compliance and safety.

1.5.3. Acts as approval authority for Modified Shuttle Bus Services.

1.5.4. Acts as approval authority for Group Transportation Services and review operational Group Transportation Service data annually to ensure continued service is justified.

1.5.5. Acts as approval authority for Mass Transit Service

1.5.6. Creates, reviews and approves standardized vehicle qualification training packages.

1.5.7. Monitors applicable Air Force Common Output Level Standards.

1.5.8. Monitors and supports the Air Force Inspection System in accordance with (IAW) AFI 90-201, *The Air Force Inspection System*.

1.5.8.1. Gauges compliance with training IAW items identified in this instruction.

1.5.8.2. Establishes requirements and perform compliance assessments.

1.5.8.3. Coordinates corrective actions to resolve deficiencies and determine the root cause analysis of the deficiency.

1.5.9. Recommends and coordinates on functional data metrics affecting the Ground Transportation community.

1.5.10. Advocates for a culture of continuous process improvement. Develops, evaluates, and recommends improved concepts and methods to enhance logistics efficiency and effectiveness.

1.5.11. Represents parent organization on the Ground Transportation Working Group and Enlisted Development Teams, and other activities as applicable.

1.6. AFIMSC, NGB, and AFR MAJCOM Functional Managers.

- 1.6.1. Validates and supports manpower for Ground Transportation requirements and outlying units with Air Force Personnel Center, MAJCOM/A1 sections.
- 1.6.2. Responsible for the effective and economical use of command manpower resources and providing policy and guidance to the installation or servicing manpower office.
 - 1.6.2.1. Distributes manning allocations within the command(s) and identifies shortages and surpluses.
 - 1.6.2.2. Verifies vacancies, creates and manages Equal Plus advertisements.
 - 1.6.2.3. Creates and coordinates Command assignment priority plans.
- 1.6.3. Recommends and provides guidance on functional metrics and data collection affecting Ground Transportation manpower. Coordinates corrective actions and determines the effectiveness of root cause analysis.
- 1.6.4. Reviews Online Vehicle Interactive Management System (OLVIMS) service data for accuracy and trends affecting manpower and efficiency.
- 1.6.5. Supports and participates in manpower studies and coordinates on manpower variances.
 - 1.6.5.1. Assists in developing work center productivity enhancements.
 - 1.6.5.2. Provides coordination on Authorization Change Requests and Organization Change Requests to MAJCOMs.
- 1.6.6. Training Responsibilities.
 - 1.6.6.1. Monitors career field training and allocates mission readiness training quotas.
 - 1.6.6.2. Plans, validates, and forecasts command formal training requirements using course requirements provided by Education and Training Course Announcements website, <https://app10-eis.aetc.af.mil/etca/SitePages/home.aspx#Home>
 - 1.6.6.3. Plans, validates, and forecasts programs for technical training in accordance with AFI 36-2651.
- 1.6.7. Advocates for a culture of continuous process improvement. Develops, evaluates and recommends improved concepts and methods to enhance logistics efficiency and effectiveness.
- 1.6.8. Creates and submits manning point change requests, personnel processing codes, and Plus Tables requests to Air Force Personnel Center.
- 1.6.9. Represents parent organization on the Ground Transportation Working Group and Enlisted Development Teams, as applicable.
- 1.6.10. Validates and manages enrollment for the Ground Transportation NCOIC Course IAW ETCA requirements. **Note:** Members that do not meet the ETCA eligibility requirements may be considered on a case by case basis. Considerations will include, but not be limited to, personnel returning from special duties, personnel in one deep/unique leadership positions, retrainees, etc.

1.7. MAJCOM, AFIMSC, NGB, and AFR Functional Area Managers (FAM).

- 1.7.1. Identify, source, and track all Ground Transportation related deployment force allocation actions to include plans for surge and post-surge support and ongoing operations.
- 1.7.2. Review and coordinate Ground Transportation support for theater exercises and/or contingency wartime plans.
- 1.7.3. Provide personnel, vehicle and vehicle-related cargo In-Transit Visibility to MAJCOM leadership.
- 1.7.4. Develop enterprise guidance/instructions for Global Force Management allocation process and related functions, such as Air Expeditionary Forces (AEF) responsibility and Reserve Component Process, War Reserve Materiel management or movements, command levy contingency tasking or Military Operations Other Than War. **Note:** AFIMSC, NGB, and AFR personnel may serve as a member of the MAJCOM Crisis/Contingency Action Teams.
- 1.7.5. Perform FAM duties as identified in AFI 10-401.
- 1.7.6. Audit Unit Type Code Availability development and Posture Coding.
- 1.7.7. Develop and review Mission Capabilities.
- 1.7.8. Review Agile Combat Support capabilities and consolidate planning schedule tasking notification flow, Unit Identification Code changes and oversee the reclama process.
- 1.7.9. Create and review mission essential tasks.
- 1.7.10. Complete FAM training IAW AFI 10-401.
- 1.7.11. Develop Ground Transportation support for contingency and operational wartime plans.
- 1.7.12. Function as the Manpower and Equipment Force Packaging System Responsible Agency for Ground Transportation Unit Type Codes required to support national military strategy during operational planning and execution activities.

1.8. MAJCOM, AFIMSC, NGB and AFR Air Force Forces Functional Area Manager (FAM).

- 1.8.1. Performs Readiness FAM duties as identified in AFI 10-401. The FAM is responsible for developing and managing all planning and execution requirements to support all possible contingencies.
 - 1.8.1.1. Completes training IAW AFI 10-401.
 - 1.8.1.2. Develops Ground Transportation support for theater exercises and/or contingency wartime plans.
 - 1.8.1.3. Serves on Air Force Forces staff, crisis, or contingency action teams for full range of military operations from peacetime steady-state to major combat operations, contingencies, exercises, humanitarian, and wartime support.
- 1.8.2. Serves as functional lead to MAJCOM Crisis Action Team during exercises, wartime, small scale contingencies, humanitarian operations, as well as during natural and environmental disasters.

1.8.3. Coordinates with AFIMSC for technical assistance and supports information needs pertaining to facilities, vehicles and equipment data.

1.8.4. Reviews and validates web-based reports for applicable bases monthly.

1.8.5. Implements Ground Transportation in-theater support.

1.8.5.1. Executes the duties and responsibilities outlined in AFI 10-401.

1.8.5.2. Ensures MAJCOMs align Unit Type Codes in appropriate AEF Indicator blocks.

1.8.5.3. Reviews functional requirements in Operational Plan Time-Phased Force and Deployment Data for accuracy; coordinate and review reclaims.

1.9. The 368th Training Squadron.

1.9.1. Serves as the Air Force's Ground Transportation Center of Excellence, charged with the collection and sharing of best practices in conjunction with its technical training offerings.

1.9.2. Conducts Technical Training and Supplemental Ground Transportation Courses (e.g. Ground Transportation NCOIC Course).

1.9.3. Authors Career Development Course material for personnel entering into 5- and 7-level upgrade training.

1.10. Installation Commanders (or equivalent)

1.10.1. Advocates for a culture of GMV Official-Use and enforces GMV policy in favor of strict compliance with rules outlined in this instruction, AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, and DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*.

1.11. Wing Staff Agencies

1.11.1. Installation Legal Office aids Ground Transportation and installation leaders in legal determinations regarding Ground Transportation activities (e.g. domicile to duty, official use, etc.).

1.11.2. Installation Financial Managers assist with guidance regarding:

1.11.2.1. The use of appropriated funds.

1.11.2.2. Historical comptroller general determinations.

1.11.2.3. Tax requirements associated with domicile to duty determinations.

1.11.3. Installation Safety Office

1.11.3.1. Partners with Training, Validation, and Operations (TVO) office to identify trends, address traffic safety concerns, reinforce responsible driving behaviors and traffic safety through education.

1.11.3.2. Provides information and location of Travel Risk Planning System (TRiPS) IAW AFI 91-207, *The US Air Force Traffic Safety Program*.

1.11.4. Installation Inspector General assists official use determinations/resolution with subject matter expertise in complainant resolution and Air Force fraud, waste and abuse policy.

1.12. Logistics Readiness Unit Commanders (or equivalent).

- 1.12.1. Provides funds and resources to support the Ground Transportation mission.
- 1.12.2. Administers the installation Vehicle Misuse Reporting and Investigation Program IAW **Chapter 5** of this instruction.
- 1.12.3. Ensures the efficient use of manpower and equipment.
- 1.12.4. Monitors Ground Transportation specialty progression, qualification, and proficiency.
- 1.12.5. Serves as the approval authority for base Appropriated Funds shuttle bus service. See **Chapter 3** of this instruction and DoDM 4500.36. for specific guidance.
- 1.12.6. Approves Ground Transportation Priority of Services Plan in the event of limited vehicle and/or manpower resources or during unusual circumstances, (e.g., contingency/exercise support, national emergencies, high deployment tempo).
- 1.12.7. Approves scheduled sweep frequencies/delivery time goals for priority/routes.
- 1.12.8. Appoints, at a minimum, two 2T1 TVO Examiners per installation IAW **Chapter 5**.
- 1.12.9. Budgets for training requirements outlined in the unit's Designed Operational Capability Statement and those postured as rotationally available in Unit Type Code availability in Deliberate and Crisis Action Planning and Execution Segments.
- 1.12.10. Provides personal protective and safety equipment IAW AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*.
- 1.12.11. Approves and establishes organization response times.
- 1.12.12. Enforces compliance with DoD Instruction 6055.04, *DoD Traffic Safety Program*, and AFI 91-207 to include guidelines for Traffic Safety Program, and Crew Rest and Operator Duty Time.
- 1.12.13. Supports the Ground Transportation Human Capital Strategy by utilizing personnel IAW established development vectors and positions. Provide input and feedback to the 2T1 SNCO Mentor Teams and Enlisted Development Teams.

1.13. Unit Commanders/Unit Vehicle Control Officials.

- 1.13.1. Designate Vehicle Trainers using AF Form 170, *Appointment of Vehicle Trainer*.
- 1.13.2. Comply with AFI 24-302, *Vehicle Management* and the roles and responsibilities of Vehicle Control Officials.
- 1.13.3. Reviews vehicle misuse reports and completes AF Form 870, *U.S. Government Motor Vehicle Suspected Misuse Report* before returning to Logistics Readiness unit/Ground Transportation, identifying official use determination and actions taken (if appropriate) to prevent further occurrences.

1.14. Deployment and Distribution Flight, Distribution Section (or equivalent) Leadership.

- 1.14.1. Responsible for the management of subordinate elements.
- 1.14.2. Ensures all assigned personnel receive appropriate training, enabling full organic transportation support to air and ground operations.

1.14.3. Submits budget and reimbursement requirements for inclusion in the annual budget.

1.14.4. Monitors and assists in compliance with Ground Transportation Priorities of Service and requirements-based support IAW methodology described in this AFI and DoDM 4500.36.

1.15. Ground Transportation Leadership:

1.15.1. Manages Ground Transportation, responsible for the efficient use of the assigned vehicle fleet, assigned military, civilian and contract personnel and other resources.

1.15.2. Is familiar with the applicable Air Force Manpower Standard and is the primary point of contact for manpower matters.

1.15.3. Oversees Ground Transportation personnel assigned inside and outside of the work center as base-level functional manager and advises commander on most efficient use of resources in case of mission impact IAW AFI 38-101, *Manpower and Organization*.

1.15.4. Develops and submits element budget requirements, reimbursement requests, and other resource requirements for inclusion in the annual budget and other funding opportunities using guidance in AFI 65-601 Volume 1, *Budget Guidance and Procedures* and Volume 2, *Budget Management for Operations*.

1.15.5. Manages element safety and training programs to ensure compliance with AFI 91-202, *The US Air Force Mishap Prevention Program*, AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, and AFI 36-2651.

1.15.6. Oversees the Training, Validation, and Operations Examiner program to ensure compliance with strict test control processes and procedures.

1.15.7. Enforces utilization of standardized processes and procedures as defined in 24-3 series qualification training packages and the Ground Transportation Service Delivery Guide.

1.15.8. Implements operating instructions and additional guidance as required for the safe and efficient operation of the element and its subordinate work centers.

1.15.9. Monitors and maintains support for Ground Transportation capabilities and functions.

1.15.10. Serves as Functional Area Agreement Coordinator for contracted vehicle services and activities. See AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, for additional information.

1.15.11. Is responsible for the coordination and management of the Performance Management Assessment Program and Quality Assurance Program to assess contractor performance IAW AFI 63-138, *Acquisition of Services*. See Federal Acquisition Regulation 46.401, Defense Federal Acquisition Regulation Supplement (DFARS) 246.401 and DFARS 237.172. (e.g. contracted bus support to the base.)

1.15.12. Ensures compliance with the Air Force Inspection and Logistics Readiness Quality Assurance programs and complies with guidance in AFI 90-201 and AFI 20-112, *Logistics Readiness Quality Assurance Program*.

1.15.12.1. Identify subject matter experts to support AFI 90-201 requirements.

1.15.12.2. Quality Assurance Subject Matter Experts should assist with Ground Transportation analysis efforts and process improvement initiatives.

1.15.13. Partners with wing inspection team and quality assurance personnel to identify priority tasks and programs requiring additional attention and evaluation to benefit the work center.

1.15.14. Cultivates a culture of continuous process improvement, reporting lessons-learned to facilitate policy, procedure and strategy changes across the enterprise.

1.15.15. Establishes local guidance and operating instructions as necessary for safe, secure and efficient operations. Contractors performing a firm-fixed price performance-based service contract are not required to develop/maintain operating instructions. Local guidance should address:

1.15.15.1. Hours of Operation and Shift Change Procedures.

1.15.15.2. Ground Transportation Operation Center (GTOC) procedures (handling requests, recall procedures, etc.).

1.15.15.3. Ground Transportation Priorities of Service (1-n list providing basic control center direction for de-conflicting support requests based on vehicle and operator availability).

1.15.15.4. Protocol Guidance.

1.15.15.5. Security and Safety (accident prevention, severe weather guidance, compound security, housekeeping and maintenance, wireless communications systems security, etc.).

1.15.15.6. Mission Continuity of Operations (backup locations, backup data collection/safeguarding and mission execution procedures, etc.).

1.15.16. Enforces adherence to DoD Instruction 6055.04 and AFI 91-207, *The US Air Force Traffic Safety Program* for risk management guidance.

1.15.17. Develop a customer quality feedback questionnaire or electronic equivalent to solicit customer feedback on the quality of Ground Transportation services.

1.15.18. Appoint, in writing, Ground Transportation licensing authentication officials.

Chapter 2

GROUND TRANSPORTATION ORGANIZATION, GENERAL INFORMATION AND ADMINISTRATION

2.1. Structure and Duty Titles

2.1.1. Ground Transportation should be structured IAW [Figure 2.1](#).

2.1.2. Ground Transportation designation as a flight, element, section or work center is dictated by its parent organization structure and the size of the Ground Transportation entity.

2.1.3. Ground Transportation duty titles will be established and assigned IAW the Unit Manpower Document, AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, AFH 36-2618, *The Enlisted Force Structure*, applicable Air Force Manpower Standard, and the Ground Transportation Human Capital Strategy. **(T-1)**.

2.1.4. Although identified as separate entities and programs in [Figure 2.1](#), programs and positions may be consolidated, as required, to maximize the use of local resources.

2.1.5. IAW AFH 36-2618, enlisted personnel will have a duty title that most accurately reflects the daily duties being performed and based upon the scope of responsibility. **(T-1)**. A consistent, standard approach is important to ensure the terms are meaningful for records reviews, manpower considerations and development considerations.

2.1.5.1. Standard enlisted duty titles include: (abbreviations are authorized)

2.1.5.1.1. NCOIC, Ground Transportation Element - Used for NCOs and SNCOs in charge of the Ground Transportation element.

2.1.5.1.2. NCOIC, Ground Transportation Operations Center – Used for NCOs and SNCOs in charge of the Ground Transportation Operations Center.

2.1.5.1.3. NCOIC, Ground Transportation Support – Used for NCOs and SNCOs in charge of the Ground Transportation Support work center.

2.1.5.1.4. NCOIC, Training, Validation, and Operations – Used for NCOs and SNCOs in charge of the Training, Validation, and Operations work center.

2.1.5.1.5. NCOIC should also be used for personnel whose primary duty is program or function management (for example, NCOIC, Equipment Support; and NCOIC, Operator Records & Licensing) even if they do not directly supervise personnel.

2.1.5.1.6. Supervisor – for junior enlisted Airmen and NCOs who are first line supervisors (for example, Shift Supervisor and Ground Transportation Support Supervisor). Junior enlisted Airmen will not have the duty title "Supervisor" unless they are at least a SrA, an Airman Leadership School graduate, and supervise the work of others.

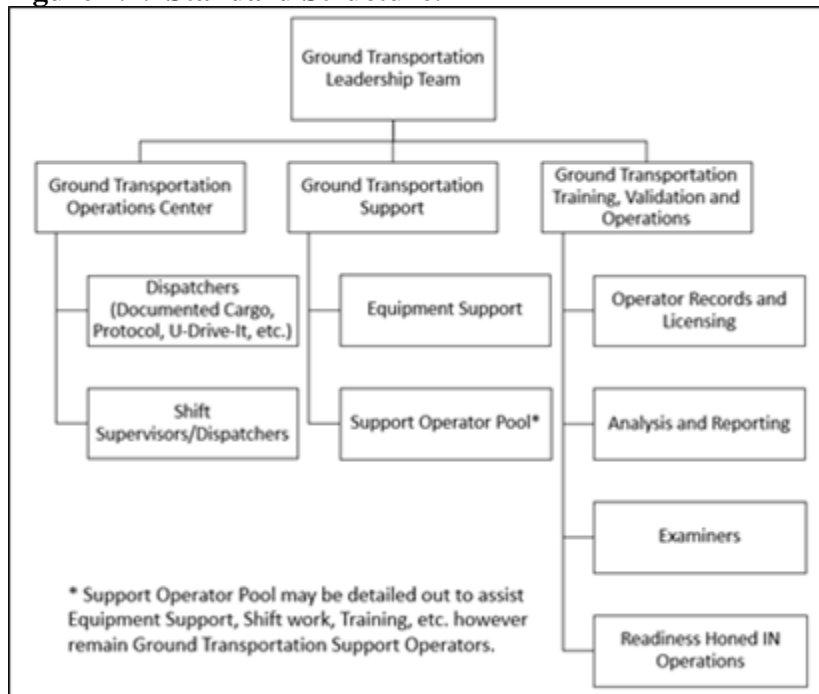
2.1.5.2. References to Flight, Section and Element in duty titles should reflect the designation established per [paragraph 2.1.2](#).

2.1.5.3. IAW AFI 36-2101, duty titles should describe the actual job and level of responsibility of the individual. As such, it should not mirror the Air Force Specialty Code description title. Example, a 2T131 should not be “Ground Transportation Apprentice”. It would be more descriptive as “Ground Transportation Support Operator”, reflecting their assignment to the Ground Transportation Support Operator Pool.

2.1.6. Duty titles for commissioned officers assigned to the Ground Transportation should be established IAW AFI 36-2101.

2.1.7. Duty titles for civilian assigned to the Ground Transportation should be established IAW the position description and unit position control roster.

Figure 2.1. Standard Structure.



2.2. Manpower.

2.2.1. Efficient operations and supporting a culture of process improvement is a continual process. Ground Transportation Leadership should:

2.2.1.1. Work with the installation Manpower Office on matters involving manpower authorizations and the Unit Manpower Document IAW AFI 38-101, *Manpower and Organization*.

2.2.1.2. Audit applicable Unit Manpower Documents and coordinate with the local Manpower Office to correct errors IAW AFMAN 38-102, *Manpower and Organization Standard Work Processes and Procedures*.

2.2.1.3. Monitor the Unit Personnel Management Roster and align personnel according to the Unit Manpower Document, applicable Air Force Manpower Standards, AFH 36-2618, the Ground Transportation Human Capital Strategy and [Figure 2.1](#).

2.2.1.3.1. Rectify discrepancies between the referenced products.

- 2.2.1.3.2. Ensure personnel are aligned based on assigned duty position, skill level and rank.
- 2.2.1.4. Monitor Upgrade Training (UGT) Completion Rates: At a minimum, data should include all personnel in UGT; date entered training, number of task items, number of tasks completed and percentage of qualification for each Airman. **Note:** The Training Business Area, Training Visibility Ledger provides most of these requirements.
- 2.2.1.5. Maintain a current Reporting Official Roster.
- 2.2.1.6. Maintain a roster identifying all additional duties tasked to assigned personnel.
- 2.2.1.7. Monitor ancillary training reports to ensure completion.
- 2.2.1.8. Monitor vehicle certification/training reports to address capability impacts.

2.3. Budget.

2.3.1. Ground Transportation Leadership is responsible for developing and supporting budget estimates for facilities, personnel and vehicles IAW AFI 65-601 Volume 1, *Budget Guidance and Procedures* and AFI 65-601 Volume 2, *Budget Management for Operations*.

2.3.2. Ground Transportation leadership should develop an annual Financial Plan to ensure adequate funding is included in the Commander's Statement of the Unit's Financial Plan. Minimum items for inclusion in the Ground Transportation Financial Plan:

2.3.2.1. Training and Professional Development; General Services Administration Federal Fleet Manager's Conference, Training, Validation, and Operations Examiner Certification, Ground Transportation Working Group meetings, Readiness competition (RODEO) attendance, RHINO program support, specialized wrecker and recovery schools, and other like opportunities.

2.3.2.2. Installation motor vehicle servicing facility (wash rack); a key component to corrosion control and vehicle care, operation and maintenance cost should be addressed for the installation's and Ground Transportation's vehicle servicing facilities.

2.3.2.3. Additional Funding Venues: Additional funds can be sought for end-of-year purchases through local fallout procedures and/or unfunded requests. Your squadron/group resource advisor can assist with these.

2.3.2.4. Other Financial Obligations: Support Agreements and Memorandums of Agreement are used to identify support responsibilities between parties involved, to include financial obligations. Ground Transportation Leadership assigns priorities and services detailed in the agreement IAW AFI 25-201, *Intra-Service, Intra-Agency, And Inter-Agency Support Agreements Procedures*. AFI 65-601 Volume 1, also contains guidance for budgeting and reimbursement.

2.3.2.5. Reimbursable Support: Reimbursements are based on the Air Force Agile Combat Support concept (AFDD Annex 4-0, *Combat Support*), the Agile Combat Support Capability Library, and AFI 65-601 Volume 1. Reimbursements may be sought from support agreements at the Logistics Readiness Commander's discretion based on the estimated annual expenses identified in the agreement funding annex. Ground Transportation Leadership acts as a technical advisor when host-tenant and international agreements are being developed and reviewed.

2.3.2.6. Determining Responsibility: IAW AFMAN 65-605 Volume 1, Figure 7.1, if host would normally provide service from assigned vehicles for such transportation, then it is a Host Command responsibility.

2.3.2.7. Ground Transportation Leadership should work with the Installation Financial Management Office in making specific determinations. Per AFI 25-201, exceptions for consideration include units with specified lines of funding (ex. Medical Group and War Reserve Material ground transportation).

2.3.2.8. IAW DoD 7000.14-R, Volume. 11A, *Department of Defense Financial Management Regulation Reimbursable Operations Policy*, Ground Transportation support to other DoD agencies and sister services are reimbursable only for the service provided, manpower is not charged. See [Table 2.3](#). – [Table 2.4](#)

Table 2.1. Identifying Units as Reimbursable.

	A	B	C	D
	Customer Requesting Service	Reimbursable	Non-Reimbursable	Remarks
1	Air Force Host Unit		X	Charge for statutory lines of funding such as MDG and WRM. See Resource Advisor for specifics. See para 2.3.2.6
2	Air Force Tenant Unit		X	See para 2.3.2.6.
3	Air Force TDY Unit		X	See para 2.3.2.6.
4	DoD Sister Service	X		Do not charge for manpower. See Notes 1 and 2.
5	DoD Agencies; i.e., Defense Commissary Agency (DECA), AAFES, Document Automation and Production Service (DAPS)	X		Do not charge for manpower. See Note 1.
6	Federal Agencies; i.e., National Aeronautics and Space Administration (NASA), Department of Education (DoE), DoT	X		Charge for manpower IAW DoD 7000.14-R, Vol. 11A. See Notes 1 and 4.
7	Civilian Agencies Authorized DoD Support	X		Charge for manpower IAW DoD 7000.14-R, Vol. 11A. See Notes 1, 4 and 5.
8	Foreign Military Support	X		For manpower charges Refer to DoD 7000.14-R, Vol. 15. See Notes 1, 3 and 4.
Notes:				
1. Operation and Maintenance (O&M) reimbursements are not collected when General Services Administration (GSA) vehicles are used to support mission requirements.				
2. Reimbursements are not collected from sister services assigned to Joint Bases. Local Joint Base MOAs/MOUs take precedence.				

3. Vehicle Services and manpower might be non-reimbursable under signed International Support Agreements, Host-Nation Military Cooperation Agreements or existing North Atlantic Treaty Organization (NATO) agreements. Consult your Installation Deployment Readiness Center, Support Agreements Monitor for specific details.
4. Host Nation employee reimbursement rates are based on local pay agreements. Periodic reviews must be made to determine if the United States (U.S.) Government must make a contribution for severance pay or retirement pay. **(T-1)**. Consult local Comptroller Squadron, Civilian Personnel Office and unit RA for assistance.
5. Does not include organizations authorized support via statutory regulation.

Table 2.2. Reimbursable/Non-Reimbursable Vehicle Services for Non-Air Force Units.

	A	B	C	D
	Vehicle Service	Reimbursable	Non-Reimbursable	Remarks
1	Bus Support	X		See Note 1.
2	Documented Cargo		X	
3	Licensing		X	
4	Military Taxi		X	
5	MHE Support	X		See Note 1.
6	Protocol / DV Support	X		See AFI 65-601 Volume 1, for DV support options. See Note 1.
7	Scheduled Shuttle Services		X	
8	Terminal Transportation (when authorized)	X		See Note 1.
9	Tractor-Trailer	X		See Note 1.
10	Transient Air Crew		X	
11	U-Drive-It	X		See Note 1.
12	Wrecker / Recovery	X		See Note 1.
Notes:				
1. O&M reimbursements are not collected when GSA vehicles are used to support mission requirements.				

Table 2.3. Computing Reimbursements for Vehicle Services (O&M Cost Only).

Determine O&M Cost Only	
a. Determine total miles required to support request	250 (miles)
b. Determine the vehicle cost by obtaining the annual fleet average direct cost per mile for a particular vehicle type from LIMS - EV VV data. Example: 28- passenger bus (B121) with an average cost per mile of 47 cents. See Note 1.	0.47
c. Multiply steps a and b	\$117.50
Notes:	
1. Obtain GMV O&M costs from Fleet Management & Analysis (FM&A) via LIMS-EV Vehicle View.	

Table 2.4. Computing Reimbursements for Vehicle Services.

Determine Manpower and O&M Costs	
a. Determine operator cost using the average hourly pay for the operator's rank (see Military Personnel Composite Standard Pay and Reimbursement Rate, Tab K: http://comptroller.defense.gov/). Example: An E-4 hourly rate is \$22.56	\$22.56
b. Determine the number of hours necessary to complete the transportation request. Example: 8 hours	8 (hours)
c. Multiply steps a and b	\$176.88
d. Determine total miles required to support request	250 (miles)
e. Determine the vehicle cost by obtaining the annual fleet average direct cost per mile for a particular vehicle type from LIMS-EV Vehicle View data. Example: 28- passenger bus (B121) with an average cost per mile of 47 cents. See Note 2.	0.47
f. Multiply steps d and e	\$117.50
Notes:	
1. An operator cost is not charged if an off-duty volunteer drives the vehicle.	
2. Obtain GMV O&M costs from Fleet Management & Analysis via LIMS-EV Vehicle View.	

2.3.2.9. **Reimbursements, Fares and Proceeds:** Accounting and Finance assists Logistics Readiness unit in determining how to account for, deposit and return fares and proceeds. Return proceeds to the Logistics Readiness unit O&M accounts for unfunded support.

2.3.2.10. Recover only costs directly related to category of transportation provided if the GMV supports both operational (mission) and group/mass transportation using **Table 2.5**

2.3.2.11. In overseas areas only, the fare may not exceed the fare charged by commercial municipal transportation (if such transportation were available).

2.3.2.12. In isolated areas the fare charged will not exceed \$1.00 per passenger, per round trip.

Table 2.5. Computing Reimbursement and Bus Fares.

Step 1 (To Determine Operations Cost) (Example cost only)	
a. Determine operator cost using the average hourly pay for the operator's rank. (see Military Personnel Composite Standard Pay and Reimbursement Rate, Tab K: http://comptroller.defense.gov/) Obtain most current rate from local accounting & finance office. Example cost: An E-4 hourly rate is \$22.11. See Note 1.	\$22.11
b. Determine the number of hours necessary to complete the transportation request. Example: 8 hours	8 (hours)
c. Multiply steps a and b	\$176.88
d. Determine total miles required to support request	250 (miles)
e. Determine the vehicle cost by obtaining the annual fleet average direct cost per mile for a particular vehicle type from OLVIMS-Dispatch data. Example: 28- passenger bus (B121) with an average cost per mile of 47 cents. See Notes 2 and 3.	.47
f. Multiply steps d and e	\$117.50
Notes:	
1. An operator cost is not charged if an off-duty volunteer drives the vehicle.	
2. Obtain vehicle O&M cost per mile through Vehicle Management using LIMS-EV VV.	
3. O&M reimbursements are not collected when GSA vehicles are used to support mission requirements.	
Step 2 (To Determine Fare Cost)	
a. Determine number of passenger seats requested. Do not count the operator or driver seat. Example: a 28-passenger bus is requested.	28
b. Add steps 1c with 1f and divide by 2a ($\$176.88 + 117.50 \text{ div. by } 28$)	\$10.51
Note: Fare cost includes all mileage driven to support the request in the computation. For example, if the vehicle travels 10 miles to pick up the first passenger, include that mileage in the computation.	
Step 3 (To Determine Mass-Transit Fare Cost)	
a. Use the average number of passengers transported per day to determine the fare per person. Re-compute fees semiannually.	300
b. Add steps 1c with 1f and divide by 3a ($\$176.88 + 117.50 \text{ div. by } 300$)	\$0.98

2.4. Professional Development: Key to AF Ground Transportation's success is professional development through continuing education in areas such as; vehicle and highway safety, new technologies, ground transportation policy, standardized process, and training. The following are events all Ground Transportation personnel should attend:

2.4.1. Ground Transportation Working Group: Develops strategic Ground Transportation methods and provides oversight of critical processes supporting the Logistics Enterprise Process and Human Capital Strategy. Ground Transportation leadership from all across the Air Force are expected to participate. Ground Transportation Working Group subcommittees and lines of effort include, but are not limited to:

- 2.4.1.1. Policy and Compliance;
- 2.4.1.2. Personnel Development and Training;
- 2.4.1.3. Process Improvement;
- 2.4.1.4. Emerging Technologies;
- 2.4.1.5. Vehicle and Traffic Safety.

2.4.2. Enlisted Development Boards and mentorship: This deliberate force development steering group is chartered to balance career growth opportunities, Air Force needs, and individual preferences while focusing on the development of SNCOs within the Ground Transportation career field. The SNCO Mentor and Enlisted Development Team charter outlines the training, education, and experience requirements to fill key developmental and leadership positions. Per the charter, all Ground Transportation Chief Master Sergeants are invited to participate, with mandatory attendance by Career Field Manager-identified voting members.

2.4.3. General Services Administration Federal Fleet Conference: The Federal Fleet Conference is an annual conference that consolidates a comprehensive collection of government stakeholders, automotive vendors and automotive educational sessions into a single venue. The focus is on advancing goals of becoming more accountable, effective, energy efficient and financially responsible for government vehicle fleets. Each Ground Transportation leadership team should be represented.

2.4.4. Distribution and Logistics Plans Working Group: An annual event hosted by AFIMSC and is of Total Force interest. The Distribution and Logistics Plans Working Group bring distribution leaders together to receive strategic and operational direction and insight regarding Logistics Readiness and Distribution-specific direction.

Chapter 3

GROUND TRANSPORTATION OPERATIONS CENTER

Section 3A—General Information and Administration

3.1. Ground Transportation Operations Center (GTOC): As the primary mission and customer support center responsible for managing mission support, the GTOC:

- 3.1.1. Works with Ground Transportation Support assigning trained personnel and resources in support of passenger and cargo movements and support services such as operator care, U-Drive-It vehicles and recovery operations.
- 3.1.2. Serves as a conduit for information and communication flow for emergencies during and after duty hours.

Section 3B—Ground Transportation Operations Center Responsibilities

3.2. NCOIC:

- 3.2.1. Supervises Ground Transportation Operations Center functions.
- 3.2.2. Ensures Ground Transportation Operations Center compliance with DoD and AF official use guidance, established methods of transportation support and priorities of support.
- 3.2.3. Oversees transportation service request processing and management.
- 3.2.4. Ensures standardized practices are used for each transportation service request IAW the OLVIMS-Dispatch Air Force Qualification Training Package. The accuracy of workload data entered in the OLVIMS-Dispatch Module is critical to assessing productivity, substantiating existing manpower variances, and building historical data to support potential manpower variances. The OLVIMS-Dispatch automated manpower report and vehicle suspect report should be reviewed daily/biweekly to address:
 - 3.2.4.1. Summary of work by support categories; i.e., number of requests supported and total in-service time in man-hours.
 - 3.2.4.2. Summary of work for approved variances i.e., number of requests supported and total in-service time in man-hours. Include purpose, submission for new variances, data required, etc.
 - 3.2.4.3. All requests not supported for reasons of no manpower available or no vehicle available.
- 3.2.5. Certifies Ground Transportation Operations Center dispatchers on assigned duty tasks.
- 3.2.6. Assigns/manages Ground Transportation Operations Center Dispatchers as required (shift, documented cargo, protocol, etc.).
- 3.2.7. Conducts daily OLVIMS data reviews and correct erroneous data or omissions as required.

3.2.8. Designates backup facility as an alternate Ground Transportation Operations Center, when required, establishes secondary- Ground Transportation Operations Center to de-conflict surge and/or deployment operations.

3.2.9. Equips the alternate Ground Transportation Operations Center with the means to track vehicles, personnel, and equipment status, to include: standard base grid map, local area maps, and communications system(s).

3.2.10. Ensures access to current squadron recall rosters, emergency checklists (Ref: AFI 10-2501, *Air Force Emergency Management Program*), or operating instructions. Include alternate or dispersed vehicle parking plans at both locations.

3.3. Dispatchers:

3.3.1. Process and manage transportation service requests to include manual tasks required to sustain services until electronic processing capabilities are restored.

3.3.2. Validate services and support compliance with DoDM 4500.36, AFMAN 24-306, and this publication.

3.3.3. Use standardized practices for processing transportation service requests (AF Form 868, *Request for Ground Transportation Support*) IAW the OLVIMS-Dispatch Air Force Qualification Training Package to collect, monitor, store, and process Ground Transportation requests.

3.3.4. Apply DoD and AF methods of transportation support and priorities of support.

3.3.5. Coordinate with host country or state Defense Movement Coordinators to obtain required road permits.

3.3.6. Control, manage and issue toll-free passes.

3.3.7. Maintain a current vehicle and key personnel alert and/or standby rosters.

3.3.8. Manage Fleet Services Cards.

3.3.9. Issues vehicles, required documentation and communications equipment.

3.3.10. Validate operator qualification and training credentials prior to issuing vehicles.

3.3.11. Monitor local weather and travel-way conditions to best advise operators.

3.3.12. Provide mission and safety brief to operators providing ground transportation support.

3.3.13. Track assigned vehicle fleet status and determine critical vehicle shortfalls.

3.3.14. Maintain accountability of equipment items assigned to Ground Transportation Operations Center (radios, GPS, cell phones, fleet service cards, etc.).

3.3.15. Use GeoBase/Grid Map systems and military grid reference system to determine vehicle, personnel, and installation situational awareness and plotting requirements.

3.3.16. Review, issues and accounts for key items; AF 18XX *Operators Inspection Guide and Trouble Report*, DD Form 518, *Accident Identification Card*, Standard Form 91, Standard Form 94 and Vehicle Identification Link unless equipped with the Automated Information Module-II system, ignition and door keys, and handheld two-way radio or cellular telephone.

*Section 3C—Ground Transportation Operations Center Activities***3.4. Centralized/Efficient Mission Support:**

3.4.1. To enable efficient operations and mission success as well as to minimize impact to other functional communities, Ground Transportation Support operators should be utilized to the fullest extent possible, to include rescheduling if mission/request allows, prior to authorizing use of U-Drive-It specialized vehicles (large passenger moving vehicles, tractor-trailers, Material Handling Equipment, etc.) to other units/personnel. This ensures maximum use of trained operators and assigned vehicle fleet and increases operator proficiency.

3.4.2. Support should be mission requirements-based using methodology described in [paragraph 3.4.3](#), and most efficient method of authorized support. Requirements-based support is focused on the result, and not the process. Examples include;

3.4.3. Shuttle service to minimize installation vehicle requirements, administrative movements and other official travel by permanently assigned personnel.

3.4.3.1. On-demand taxi and scheduled support for personnel.

3.4.3.2. Collective/group support of temporary duty personnel in lieu of individually dispatched (government or commercial rental) vehicles.

3.4.3.3. Scheduled cargo movement before issuing a tractor-trailer or materiel handling equipment as a U-Drive-It.

3.4.4. When transportation is deemed essential to the performance of official business, the following methods must be considered in the order shown to the extent they are available and capable of meeting mission requirements: **(T-0)**.

3.4.4.1. Scheduled DoD/AF service (example: existing shuttle service and scheduled delivery sweeps).

3.4.4.2. DoD/AF specially scheduled leased or owned service.

3.4.4.3. Van pools.

3.4.4.4. GMV centrally dispatched operation (ex. military taxi, tractor-trailer, Material Handling Equipment support requested from Ground Transportation).

3.4.4.5. GMV individually dispatched to licensed service member or civilian employee. (i.e., other than Ground Transportation personnel using a specialized vehicle or U-Drive-It). When individually dispatched vehicles are made available, group support should not be supported due to duplication of expense.

3.4.5. Reason of Grade, Prestige or Personal Convenience: Vehicle and vehicle support will not be based solely on grade, prestige or personal convenience. **(T-0)**.

3.4.6. Reason for Personal Business or Personal Nature: Unless authorized in this guidance, transportation to, from or between locations will not be provided for conducting personal business or engaging in other activities of a personal nature by military or civilian personnel, members of their families or others. **(T-0)**.

3.5. Two-person Rule. The two person rule is used while performing missions that are determined to need an additional person to promote safety.

3.5.1. As a safety precaution, the Ground Transportation Operations Center should coordinate with Ground Transportation Support NCOIC for application of Risk Management guidelines IAW AFI 90-802, *Risk Management*.

3.5.2. Risk Management mitigation steps should include assignment of at least two personnel for:

3.5.2.1. Wrecker/recovery missions.

3.5.2.2. Off-base bus and tractor-trailer missions IAW recommended DoD and DoT guidance.

3.5.2.3. Off-base Hazardous Material and ammunition movement missions.

3.5.3. If two certified 2T1XX personnel or one certified 2T1XX and one 2T1XX trainee are not available, consider assigning;

3.5.3.1. A qualified and licensed augmentee or;

3.5.3.2. Reschedule the mission, pending availability of personnel.

3.6. Documented Cargo: Documented Cargo includes, but is not limited to, disposition of Priority 01 and Priority 02 issue, Mission Capable parts and equipment, handling instructions for classified, health hazard, pilferable, electrostatic discharge material, and returns such as an expendable non-repairable consumable items and Due-In-From-Maintenance items. Ground Transportation is responsible for all Documented Cargo services and Due-In-From-Maintenance returns within the confines of the installation. Documented Cargo includes delivery of supplies and equipment, except base service store items, to base units by using a Time Definite Delivery concept. Time Definite Delivery concept is the standard for delivery of supplies, equipment and cargo. It utilizes scheduled sweeps over designated routes/areas of the installation. Frequency of scheduled sweeps and number of delivery routes/areas is a local determination driven by mission, volume of cargo, and customer needs. Delivery frequencies/routes should minimize the need for individual unit delivery requirements.

3.6.1. Movement of cargo from Materiel Management storage/issue locations to Aircraft Part Stores, Flight Service Centers (FSC) and Cargo Movement Elements will be supported by the Documented Cargo Section. **(T-1)**. Movement of cargo internally or to collocated shipping/receiving areas is a Materiel Management responsibility.

3.6.2. Documented Cargo Automated Information Technology is the primary platform used to conduct Documented Cargo operations.

3.6.2.1. DD 1348-1A, *Issue Release/Receipt Document* is authorized for temporary use in the event of an emergency or contingency environment.

3.6.2.2. Logistics Readiness units are responsible for Automated Information Technology (i.e., warranty, maintenance and replacement), accountability and issue to operators.

3.6.3. NCOIC:

3.6.3.1. Recommends scheduled sweep routes and frequencies, and priority cargo delivery time goals for Logistics Readiness commander (or equivalent) approval.

3.6.3.2. Coordinates with Materiel Management Flight's Document Control section, the office of primary responsibility for all document issues.

3.6.3.3. Works with Materiel Management Flight and Inbound Cargo to establish a presorting method to accommodate established sweep/route schedules.

3.6.3.4. Notifies Materiel Management Flight and customers of delays in deliveries.

3.6.3.5. Ensures Documented Cargo personnel are briefed on established procedures to properly dispatch and document cargo movements, to include processes for handling Nuclear War Related Material, classified, sensitive, and pilferable materials.

3.6.3.6. Maintains current copies of delivery destinations, unit point of contacts and the Classified Receipt Listing received from Materiel Management Flight.

3.6.3.7. Ensures the Classified Receipt Listing identifies Ground Transportation personnel authorized to receive, handle, and transport controlled materiel such as classified assets.

3.6.4. General Documented Cargo Guidance:

3.6.4.1. Services should be supported out of the Ground Transportation Operations Center to the maximum extent possible.

3.6.4.2. Utilize scheduled sweeps to ensure efficiency of operations.

3.6.4.3. Priority cargo.

3.6.4.3.1. Logistics Readiness commanders (or civilian equivalent) establishes servicing times specific to priority cargo, to include Priority 01 and Priority 02 issues, not resulting from due-out release.

3.6.4.3.2. Materiel Management Flight and Inbound Cargo are responsible for notifying Ground Transportation when priority cargo is ready for delivery (placed in holding area). **Exception:** Scheduled sweeps should be used if delivery meets customer requirements.

3.6.4.3.3. Priority cargo/mission capable (MICAP)/NMCS/999 and classified cargo, resulting from due-out releases should be delivered during scheduled sweeps. **Note:** Individual delivery may be coordinated based on time-sensitive mission critical requirements.

3.6.5. Returns.

3.6.5.1. Incorporate returns into scheduled sweeps unless additional support is needed due to size of the item.

3.6.5.2. Ground Transportation personnel should verify the asset is packaged and tagged IAW AFI 23-101, *Air Force Materiel Management*. If the item is not packaged, verify item has an AF Form 451, *Request for Packaging Service* in addition to required documents. Ground Transportation is not trained nor responsible for inspection of the item, packaging or proper completion of associated documentation and forms.

3.6.5.3. Materiel Management's Flight Service Center personnel accept items and coordinate with the owning unit for discrepancies with packaging and/or documentation IAW AFI 23-101.

3.6.5.4. Movement and Delivery Procedures for Intensively Managed and Tracked items such as classified cargo will comply with guidance in AFI 23-101.

3.6.6. Classified Cargo Movement Procedures: Operators will check documentation to verify the classification and marking of the asset/materiel prior to handling the item. **(T-3)**.

3.6.6.1. The operator assumes full responsibility for the security of the classified asset, must maintain positive control, and at no time leave the item neglected or out of sight. **(T-3)**.

3.6.6.2. The operator will proceed directly to the drop off point for the package. **(T-3)**.

3.6.6.3. Classified Cargo Delivery Procedures: The operator will use the Classified Receipt Listing to verify the person receiving the package is authorized to sign/receive classified cargo. **(T-3)**.

3.6.6.3.1. If the receiver is not on the Classified Receipt Listing, the operator will notify the dispatcher, and return the item to the point-of-origin. **(T-3)**.

3.6.6.3.2. A copy of the paperwork, with the receiver's signature, will be retained for deliveries where paperwork is available (e.g., DD 1348-1A or DD 1149, *Requisition and Invoice/Shipping Document*). **(T-3)**.

3.6.7. Defense Logistics Agency-Disposition Services (DLA-DS) Support: Documented Cargo Section delivers all shipments/ materiel to DLA-DS generated from the Inbound Cargo Element or Materiel Management Flight.

3.6.8. Non-Military Standard Requisitioning and Issue Procedures Cargo: Support Non-Military Standard Requisitioning and Issue Procedures cargo when units do not have the capability to move the cargo to include unit-level government purchase card purchases.

3.7. Protocol:

3.7.1. The installation Protocol office is the primary point of contact for official events.

3.7.2. IAW AFI 34-1201, *Protocol*, a Distinguished Visitor is defined as:

3.7.2.1. A visiting general or flag officer, or

3.7.2.2. A government official with rank equivalent to a brigadier general or higher (Senior Executive Service, etc.), or

3.7.2.3. Any foreign military officer or civilian designated a Distinguished Visitor by the Deputy Under Secretary of the Air Force for International Affairs, or

3.7.2.4. IAW AFI 34-1201, on an individual basis, Installation commanders may afford the Distinguished Visitor distinction to persons of lower rank but appointed to or filling certain positions. The purpose of the visit aids in determining if the distinction of Distinguished Visitor should be accorded.

3.7.3. When transporting Distinguished Visitors, ensure vehicles are properly identified IAW AFI 34-1201 (ex. appropriate license plates/insignia).

3.8. Temporary Duty Support:

3.8.1. IAW DoDM 4500.36, the temporary duty status of an individual does not necessarily justify the use of a vehicle. Use of vehicles will always be predicated on need, distance involved, and other conditions that justify their use. When adequate DoD, public, or commercial transportation system (taxi, shuttle, peer to peer ride sharing, etc.) is available and cost effective, the use of a GMV is prohibited. **(T-0)**.

3.8.2. Additional guidance for the use of vehicles, to include commercial rental vehicles, while on temporary duty is found in Joint Travel Regulation Chapters 2 and 3, DoDM 4500.36-Enclosure 5, and AFMAN 24-306.

3.8.3. Members traveling in permissive temporary duty status are not authorized dedicated appropriated funded GMV transportation support. See the Joint Travel Regulations for additional information.

3.8.4. Temporary duty orders should be used to validate the status and official use concerns (regardless of Armed Service component) of the operators and also as a validation of unit point of contact for times of vehicle abuse, misuse, or damage.

3.8.5. A standard reasonable proximity extending five miles in all directions from the perimeter of the installation applies to all government-owned and leased vehicles. If no reputable establishments are located within the five mile proximity, the LRS commander may establish a local reasonable proximity that exceeds the standard distance. The LRS commander must inform AFIMSC within 30 days of establishing a farther proximity in accordance with AFI 33-360, 1.9.3.1.

3.8.6. GMVs will not be taken to adult-oriented/themed establishments. **(T-0)**.

3.8.7. Entertainment and Morale: GMVs may be used between places of business or lodging and eating establishments, pharmacies, salons, places of worship, laundry facilities, and similar places required for sustenance of the member whether on or off base. If used off base for sustenance, restrict GMV use to reputable eating establishments in reasonable proximity to the installation. **(T-0)**. **NOTE:** With the exception of attending an official function at an approved Special Command Position (SCP) location, GMVs should not be taken to a personal residence or private quarters.

3.8.8. IAW AFI 32-6003, *General Officer Quarters*, Special Command Position (SCP) housing is occupied by a general officer or civilian equivalent and carries public entertainment responsibilities requiring the incumbent to represent the interests of the United States in official and social activities involving foreign and domestic dignitaries. GMV use by temporary duty (TDY) personnel (to include Invitational Travel Allowance travelers as passengers) to attend these official events is authorized. SCP housing will be identified by the Office of the Secretary of Defense. **(T-0)**. Installation Protocol office will be the point of contact for official events. **(T-3)**.

3.9. Invitational Travel Allowance (ITA) Transportation Support:

3.9.1. Spouses on official ITA orders are authorized ground transportation in direct support of the invitation only, e.g., travel to/from transportation terminals, billets, and event site(s).

3.9.2. AF and Major Command (MAJCOM) pre-command training (e.g., squadron, group, wing, and Senior Leader {General Officers and Senior Executive Service} Orientation courses) will be supported for the training event only. **(T-1)**. Support is not authorized for off-base events, to include tours, site visits, luncheons, social gatherings, etc. Support will be limited to official event participation. **(T-1)**. Commercial terminal support is authorized IAW guidance provided in DoDM 4500.36 **(T-0)**.

3.9.3. All other commanders' (MAJCOM, NAF, Wing, and Group) spouse installation visits are not authorized official transportation unless on ITA orders. This includes spouse base orientation tours, civic events, and area tours. Spouses may accompany on a space-available basis. Larger vehicles will not be provided to accommodate space-available passengers. **(T-0)**.

3.9.4. Local commanders' spouse transportation will only be authorized when at no cost and only on a space-available basis when accompanying the member to/from the official events (e.g., change of commands, retirements, etc.). **(T-1)**. Separate itineraries are not authorized for shopping trips, luncheons, museum, or landmark tours.

3.10. Bus Transportation Services: IAW 10 United States Code § 2632, *Transportation to and from Certain Places of Employment and on Military Installations*, and DoDM 4500.36, the Air Force provides bus service for official purposes and as U.S. law allows.

3.10.1. DoD categorizes bus transportation services as Modified Shuttle Bus Service, Shuttle Bus Service, Group Transportation Service, Mass Transit Service, Emergency Bus Service and military community activities.

3.10.2. The Air Force operates enough buses to effectively support the mission. The capability to transport groups of people on official business reduces the requirement for small passenger-carrying vehicles.

3.10.3. Do not provide this service to nonessential activities when private or commercial transportation is available. The availability of vehicles and operators may limit military support.

3.10.4. Modified Shuttle Bus Service: A passenger carrying-service which provides transportation support for military personnel, DoD civilians and contractors between places of employment and mass transit centers.

3.10.4.1. The AFIMSC, Air National Guard (ANG) or AFR Commander is the approval authority for modified shuttle bus service requests IAW the process outlined in DoDM 4500.36.

3.10.4.2. Service will be reviewed semiannually to ensure compliance with DoDM 4500.36 requirements, the schedule is adequate, and that the most efficient form of service is provided. **(T-1)**. Units approved to provide this service will forward their analysis to their respective AFIMSC, NGB or AFR NLT 15 January of each calendar year. **(T-1)**.

3.10.5. Shuttle Bus Service: Provides the capability to transport groups of individuals on official business between offices on installations or between nearby installations.

3.10.5.1. The use of an effective shuttle bus service, when essential to mission support, reduces the requirement for an assigned vehicle fleet. Shuttle bus services are provided fare-free.

3.10.5.2. The Logistics Readiness Commander is the designated approval authority for shuttle bus service requests IAW the process and requirements outlined in DoDM 4500.36.

3.10.5.3. General shuttle support from centralized parking may be authorized as a mitigation step to vulnerability assessments IAW DoD Instruction 0-2000.16V1 *Antiterrorism Program Implementation*.

3.10.6. Group Transportation Services: Is normally limited to situations where there is a need to provide domicile-to-duty transportation to personnel for different destinations other than government installations and sub-installations on a fare basis.

3.10.6.1. The AFIMSC, ANG or AFR Commander is the approval authority for group transportation service requests IAW the process outlined in DoDM 4500.36.

3.10.6.2. AFIMSC, NGB or AFR reviews operational data annually to ensure continued service is justified.

3.10.7. Mass Transit Service: Is designed to fulfill requirements beyond the scope of shuttle bus service. Mass transit service may be used to provide other “non-duty” types of transportation within a military installation or between sub-installations on a fare basis.

3.10.7.1. Refer to DoDM 4500.36 for the process for approval and specific policy.

3.10.7.2. The AFIMSC, ANG or AFR Commander is the designated approval authority for mass transit service.

3.10.8. Emergency Bus Service: May be provided between residence and place of employment for military personnel and civilian employees during public transportation strikes and transportation outages.

3.10.8.1. Refer to DoDM 4500.36 for the process for approval and specific policy.

3.10.8.2. The first commanding flag officer in the chain-of-command, or civilian equivalent, is the approval authority for emergency bus service requests IAW the process outlined in DoDM 4500.36.

3.11. General and Administrative Procedures for Transporting Dependent School Children:

3.11.1. Refer to DoDM 4500.36-Enclosure 5, for guidance regarding the Transportation of Dependent School Children.

3.11.2. AFIMSC, NGB or AFR should coordinate on all requests and subsequent changes.

3.12. Wrecker/Recovery Support: Retrieval of disabled GMVs for transport to military and commercial maintenance facilities and emergency services to clear runways and access roads in accordance with the installation’s Airfield Driving Instruction.

3.12.1. Retrieval of a GSA vehicle is prohibited unless services are identified as reimbursable through the local GSA contract. **(T-0)**.

3.12.2. Ground Transportation Operation Center may be requested to move disabled Privately Owned Vehicles, GSA, Non-Appropriated Fund assets or Army and Air Force Exchange Service vehicles causing traffic safety concerns, obstructing fire-fighting operations or disrupting flight/sortie generation operations on base. The servicing legal office should be consulted prior to any movement not deemed “emergency” by a competent authority.

3.13. Terminal Transportation:

3.13.1. Transportation between domicile and/or place of employment and commercial or military transportation terminals is heavily restricted and will only be authorized IAW guidance provided in DoDM 4500.36. **(T-0)**.

3.13.2. Official non-DoD visitors invited to participate in DoD activities may be provided fare-free transportation between commercial transportation terminals or residence and visitation point IAW DoDM 4500.36.

3.13.3. Terminal transportation is not authorized in the National Capital Region and Pentagon Area IAW DoD Administrative Instruction 109 unless necessary because of emergency situations, to meet security requirements or unusual circumstances. Approval authority for services provided under this exemption is Air Force District of Washington (AFDW)/A4. All requests must contain a detailed explanation of why the exemption is required under one of the above noted clauses. **(T-0)**.

3.14. Domicile-to-Duty (DTD)/Home to Work:

3.14.1. For information on transportation between domicile or residence and place of employment, refer to DoDM 4500.36-Enclosure 5, for guidance regarding law and DoD policy for Domicile to Duty and AFMAN 24-306 for Air Force specifics.

3.14.2. Requests for DTD transportation will include internal controls that address DoDM 4500.36 requirements. **(T-0)**.

3.14.2.1. Air Force DTD requests will be coordinated through AFIMSC, NGB or AFRC prior to submission to AF/A4LR. **(T-1)**.

3.14.2.1.1. AFIMSC, NGB and AFRC are not the action office for DTD requests, but will conduct a subject matter expert technical assessment of the request and provide a concur/non-concur recommendation to the decision authority.

3.14.3. GMVs, to include emergency response vehicles, will not be parked at any location so as to facilitate partial DTD transportation. **(T-0)**.

3.15. MAJCOM, NAF, and Installation Commanders: When a permanently assigned vehicle is authorized, Installation, NAF, and MAJCOM commanders may use that GMV for on-base travel to locations and tasks related to personal health and sustenance (except member's residence). This authorization accommodates the commander's responsibility to ensure an immediate response capability and to facilitate travel to meet official responsibilities. Permanent party official use rules apply for off-base travel and stops. All other official use constraints as described in this chapter, including the provisions on dependent and family member travel, apply.

3.15.1. When a telecommunications-equipped, permanently assigned vehicle is authorized, this authorization is extended to Operations Group commanders performing their duties in connection with on-going flight operations.

3.15.2. This authorization must not be interpreted as authority to use the GMV for routine stops at their residence or other DTD transportation. **(T-0)**.

3.15.3. This must not be interpreted as authority to use GMV for any unauthorized use described in DoDM 4500.36.

3.16. U-Drive-It Support:

3.16.1. The U-Drive-It fleet is the installation's short-term use vehicles for individual dispatch to units and licensed personnel. The centralized U-Drive-It fleet exists to ensure the minimum assets are required and available to meet installation mission requirements.

3.16.2. U-Drive-It support should be limited to general purpose vehicles requiring little additional training. Vehicles requiring special licensing (Bus, Tractor-Trailer, Material Handling Equipment, etc.) that are issued as a U-Drive-It will have an explanation included in the OLVIMS-Dispatch record. **(T-1)**.

3.16.3. U-Drive-It vehicle support should not extend beyond 60 days, as it may be an attempt to avoid Air Force vehicle acquisition and management guidance found in AFI 24-302, *Vehicle Management*.

3.16.3.1. Units with extended vehicle requirements are to coordinate short-term lease or rental requests through Vehicle Management or pursue a vehicle authorization IAW AFI 24-302.

3.16.4. Utilize AF Form 869, *U-Drive-It Joint Inspection* form to document customer's information and vehicle inspection findings.

3.17. Initiating/Scheduling Permits:

3.17.1. Initiate actions through host country or state Defense Movement Coordinator to obtain required road permits for travel through countries, states, counties and cities. This includes obtaining necessary permits and clearances for transporting oversized or overweight loads, convoys or hazardous cargo movements.

3.17.2. Under the Mobilization Movement Control System concept, a Defense Movement Coordinator (listed in the SDDC's *Directory of Highway Permit and Movement Control Officials*, <http://www.sddc.army.mil/sites/TEA/Pages/default.aspx>) and a designated civilian permit official (listed in Section II) have been established in each State to routinely coordinate defense highway movements.

3.17.3. The Defense Movement Coordinator assists with military movements in his/her State including those that originate elsewhere and traverse that State in both peacetime and wartime.

3.17.4. The Defense Movement Coordinator ensures policies and procedures are followed when conducting motor march operations on United States Public Highways IAW DTR 4500.9-R, *Defense Transportation Regulation*, Part III Mobility, Appendix F (*Military Movements on Public Roads*).

3.17.5. Refer to Defense Transportation Regulation, Part II, Chapter 204 and AFMAN 24-306 for required training and documentation when transporting hazardous material and arms, ammunition, and explosives using military/non-commercial means. Required documents typically include DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)* and DD Form 2890, *DoD Multimodal Dangerous Goods Declaration*. The Installation Transportation Officer can provide subject matter expertise and assistance in completing the forms prior to transportation.

3.18. Support for Operational and Military Community Activities:

3.18.1. Support of DoD-authorized Morale, Welfare, and Recreation programs and community relations events may be provided when such transportation can be made available without detriment to the DoD Mission.

3.18.2. DoDM 4500.36 provides general guidance regarding support for Military Community Activities.

3.18.3. Support is limited to full support of Category A Morale, Welfare, and Recreation activities, substantial support of Category B Morale, Welfare, and Recreation activities, and some limited support of Category C Morale, Welfare, and Recreation activities. The categories of Morale, Welfare, and Recreation activities and funding support authorized are contained in DoDM 4500.36 and AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation and Non-appropriated Fund Instrumentalities*.

3.18.4. Child Development Centers may be authorized support based on the availability of personnel and vehicles when it is not detrimental to the mission and authorized support from appropriated funds/resources. Transportation between on- or off-base housing areas and the child development center is not authorized. **(T-0)**.

3.18.5. Chaplain Corps Support may be provided to the installation chaplain and chapel personnel performing official duties in the same manner as other mission support activities. Support includes direct administrative support and staff assistance visits to off-base locations.

3.18.5.1. Support is predicated on the availability of vehicles and operators and must not pose a detriment to higher priority missions. **(T-0)**.

3.18.5.2. The chapel is responsible for funding temporary duty expenses for personnel providing support. The installation senior religious support team should coordinate budgetary transportation requirements with Logistics Readiness Squadron for inclusion in the installation's annual budget.

3.18.6. Housing Office Support: GMV support may be provided to facilitate the housing office's mission (not privatized housing management offices/contractors). Do not provide base-level transportation and operator support, to include U-Drive-It vehicles, to individual members for the purpose of house hunting. **(T-0)**.

3.18.7. Air Force Recruiter Support: IAW DoDM 4500.36, prospective military recruits may be provided transportation in connection with interviewing, processing, and orientation.

3.18.8. Medical/Inpatient Status Support: Medical staff personnel and unit leadership, i.e., commanders, first sergeants, supervisors or unit commander-appointed Family Liaison Officers may use GMVs to travel to off-base hospitals to provide support to military members, military dependents and DoD civilian employees who are in inpatient status at off-base locations. Family members may accompany on a space-available basis.

3.18.9. Mental Health Support: The use of GMVs is authorized to support mental health facilities when mental health patients are in outpatient status. Support must be part of patient therapy ordered by a medical physician. Medical personnel must accompany the patient(s). **(T-1)**.

3.18.10. Air Force Museum Support: Transportation service in support of Appropriated Funds funded Air Force heritage programs may be provided when such transportation can be made available without detriment to the DoD mission. Support will be consistent with guidance in DoDM 4500.36 and AFI 84-103, *United States Air Force Heritage Programs*. **(T-1)**.

3.18.11. Air Force Reserve and Air National Guard Support: Only personnel arriving via government procured transportation for Unit Training Assemblies are authorized transportation if the members performing inactive duty training outside of their normal commuting distance were relocated IAW the Joint Travel Regulation. **(T-0)**.

3.18.12. Air Force Fitness Program Support:

3.18.12.1. Air Force Fitness Program testing is an official scheduled appointment and GMV support/use is authorized for transport to an approved assessment facility/location.

3.18.12.2. On-base consolidation transportation for commander-directed/mandatory installation or unit physical fitness activities is authorized.

3.18.12.3. Installations may establish shuttle bus stops at base gymnasiums to meet the intent of the Fitness Program.

3.18.13. Legal Proceedings Support: The use of GMVs is authorized to support administrative and military justice hearings (e.g., courts-martial, discharge boards). Coordinators must prearrange transportation support and such support must be in direct support of preparing for and conducting a particular proceeding or hearing. **(T-1)**.

3.18.14. Sexual Assault Prevention and Response Program:

3.18.14.1. AFI 90-6001, *Sexual Assault Prevention and Response Program*, provides transportation support guidance and requirements.

3.18.14.2. Due to the sensitive nature of the program, U-Drive-It support (no operators) may be issued to members of the victim advocacy team charged with assisting victim transportation IAW AFI 90-6001. Requested support is a mission-critical priority, to include coordinating the recall of an asset via Vehicle Management if necessary to ensure support.

3.18.15. Air Force Band Transportation Support: Vehicle Allowance Standards may authorize intercity buses to installations supporting Air Force bands. Buses will be authorized and assigned to Ground Transportation with the band as the primary user. **(T-1)**.

3.18.15.1. When Air Force owned intercity buses are not available to meet band requirements, the base Logistics Readiness Squadron must arrange adequate alternative transportation, to include commercial charter buses. **(T-1)**. The Air Force band funds commercial charter buses.

3.18.15.2. The band pays all Temporary Duty expenses for personnel providing operator support.

3.18.15.3. Buses may be used for other transportation needs when no band requirements exist.

3.18.16. Formal Air Force Ceremonies: The use of GMVs for general military and civilian invitee participation and attendance at official AF ceremonies (limited to changes of command, promotions, graduations, retirements, unit activation and inactivation) held on an AF installation and not open to the public may be authorized by the Installation Commander.

3.18.16.1. Support for personnel who have no official role in the event (i.e., general invitees) will be within the confines of the installation and be limited to those situations where safety and/or security circumstances require shuttle transportation from a centralized parking location.. (T-0).

3.18.16.2. Support will be limited to official AF ceremonies and will not extend to socials or pre-/post-event activities. (T-0). It is the responsibility of leaders at all levels to monitor and correct abuse of this policy. Characterization of an event as an “official ceremony” for purposes of this paragraph does not create an entitlement to other forms of support or funding for the ceremony. Other forms of support and funding must be established and justified by the authority and guidance relevant to the requested support/funding.

3.18.16.3. Except as expressly provided in [paragraph 3.18.16.](#) using general shuttle support, neither [paragraph 3.18.16.1.](#) nor 3.18.16.2. provide authority to transport a member’s relatives or personal friends invited to attend activities such as retirements, promotions, awards ceremonies, dedications, funerals, redeployment ceremonies or any other similar type functions. Determinations regarding any question of authorized support for such activities will be resolved in favor of strict compliance with rules outlined in DoDM 4500.36 to preclude any negative public perception or inappropriate use of appropriations. (T-0).

3.18.17. Mass Transit Benefit Program: Air Force Policy Directive 36-39, *Mass Transit Benefit Program* provides guidance regarding this program. The Mass Transit Benefit Program is implemented by Installation commanders and is not an inherent responsibility of AF/A4 or Logistics Readiness. Air Force Policy Directive 36-39 identifies this as military and civilian compensation, benefits, entitlements, and work/life programs. Any supplements or local policies should reflect an AFI 36-series product regardless of Installation Commander’s appointment of an OPR.

Section 3D—Non-DoD Agency Transportation Support (non-inclusive)

3.19. Non-DoD Counterparts and Foreign Attachés Support: GMV support (to include U-Drive-It vehicles with proper licensing) for DoD sponsored, non-DoD counterparts and foreign attachés is authorized.

3.19.1. Vehicle classification/size will meet the guidance prescribed in DoDM 4500.36, commensurate with principals U.S. military equivalent rank. (T-0).

3.19.2. Support to foreign dignitaries (to include dependents and entourage) may be authorized, provided cost of travel expenses has been approved in accordance with AFI 65-603, *Official Representation Funds*. The approval will address off-base tours, social events, cultural events and public site visits and luncheons/dinners authorized prior to providing such support.

3.20. Federal Prison Camp Support: All arrangements concerning Federal Prison Camp inmates will be addressed in a written support agreement between the federal agency and the Air Force. (T-0).

3.20.1. Use GMVs to perform work stipulated by a support agreement. Do not use GMVs to conduct other prison business or for inmates to conduct personal business. (T-0).

3.20.2. Do not assign or issue GMVs to a prison facility. Air Force units using Federal Prison Camp inmates for labor may transport them to and from work sites.

3.21. Community Relations and Engagement:

3.21.1. Support will be limited to community relations and engagement activities in accordance with DoDM 4500.36, AFI 35-105, *Community Engagement* and locally established community engagement programs. (T-0).

3.21.2. Transportation may be provided for military and civilian personnel officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities. “Official participation” is defined as activities similar to and including: Presiding Officer, Host, Chaplain, Master of Ceremonies, Honor Guard/Formation detail, Guest Speaker and Proffer. Attendance at such activities does not equate to official participation.

3.21.3. The Chief, Wing Public Affairs is the installation point of contact for community relations and engagement activities.

3.22. Use of GMVs and support for other federal agencies:

3.22.1. Refer to DoDM 4500.36 for guidance regarding use of DoD vehicles by Other Federal Agencies.

3.22.2. The Logistics Readiness commander (or equivalent) is the approval authority for the use of GMVs to transport immediate family members of the sponsor in situations involving a sponsor’s death.

Section 3E—Other Transportation Support (non-inclusive)

3.23. Transportation in the National Capital Region/Pentagon Area:

3.23.1. For transportation in the National Capital Region/Pentagon Area, DoD Administrative Instruction 109, *Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area* will take precedence.

Chapter 4

GROUND TRANSPORTATION SUPPORT

Section 4A—General Information and Administration

4.1. Ground Transportation Support. Ground Transportation Support constitutes the bulk of the workforce for Ground Transportation. Ground Transportation Support provides operators to meet Ground Transportation requirements managed by the Ground Transportation Operations Center. Ground Transportation Support operators may be detailed out to assist equipment support, conduct shift work, vehicle training, etc.

Section 4B—Ground Transportation Support Responsibilities

4.2. Ground Transportation Support NCOIC/Supervisor.

- 4.2.1. Leads/manages qualified operators in supporting transportation requests managed by the Ground Transportation Operations Center.
- 4.2.2. Coordinates with trainers, certifiers and supervisors to meet unit training requirements.
- 4.2.3. Maintains a daily, weekly and monthly schedule for assigned operators.
- 4.2.4. Allocates manpower to perform shift work obligations.
- 4.2.5. Conducts daily roll call, personnel accountability and assignment of duties.
- 4.2.6. Ensures operators have/use appropriate and serviceable personal protective equipment.
- 4.2.7. Oversees Equipment Support and details operators to Equipment Support to perform operator care and facility duties.

4.3. Equipment Support NCOIC/Supervisor.

- 4.3.1. Serves as the primary Vehicle Control Official for Ground Transportation.
 - 4.3.1.1. Complies with AFI 24-302, *Vehicle Management* and the roles and responsibilities of a Vehicle Control Official.
 - 4.3.1.2. Ensures personnel inspect, clean, and service assigned vehicles. Vehicle inspections will be conducted IAW AFI 24-302 and TO 36-1-191, *Technical & Managerial Reference for Vehicle Maintenance*, and applicable vehicle management guidance.
 - 4.3.1.3. Maintains jacks, spare tires, emergency supplies, and supplies for maintaining the assigned fleet. AFMAN 24-306 provides specific guidance for maintaining vehicle safety equipment.
 - 4.3.1.4. Controls and Issues equipment required to complete mission requirements i.e. trip kits, to include inventories and monthly expenditures of equipment and supplies.
 - 4.3.1.5. Verifies Vehicle Identification Link keys or Automotive Information Module 2 transactions for assigned vehicle fleet are coded to the right organization through the Fuels Management Flight.
- 4.3.2. Manages Installation and Ground Transportation GMV care center(s).

4.3.2.1. A key component to corrosion control, the GMV center should include vehicle washing facilities, vacuums, and other general vehicle care equipment for vehicles.

4.3.2.2. Explores/pursues reimbursement opportunities with the GSA for use of the vehicle care center from those units with GSA leased vehicles.

4.3.3. Manages the Ground Transportation parking area, operator care facilities and manages equipment functions.

4.3.4. Manages Hazardous Materials programs and inspections IAW AFI 32-7086, *Hazardous Materials Management*.

4.3.5. Manages Element Safety program IAW AFI 91-202, *The US Air Force Mishap Prevention Program* and AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*.

4.3.5.1. Ensures Personal Protective Equipment is provided, used, inspected, and maintained.

4.3.5.2. Ensures personnel are trained on occupational hazards and how to protect themselves.

4.3.5.3. Submits budget requests for weather gear and Personal Protective Equipment.

4.4. Ground Transportation Support Operators.

4.4.1. Fulfill mission requirements as assigned by Ground Transportation Support NCOIC and/or Ground Transportation Operations Center.

4.4.2. Abides by GMV laws and policy.

4.4.3. Operate only those vehicles they have been trained and licensed to operate.

4.4.4. Wear Personal Protective Equipment as required.

4.4.5. Are responsible for conducting pre-, during, and post-operation inspections on vehicles and taking corrective actions or notifying the Ground Transportation Operations Center when appropriate.

4.4.6. Are responsible for monitoring training requirements and seeking additional training opportunities as they are available.

4.4.7. May be detailed to assist other offices/programs.

4.5. Risk Management/Crew Rest.

4.5.1. Rest. Provide operators the opportunity for 8 consecutive hours of rest during any 24-hour period IAW DoD Instruction 6055.04.

4.5.2. Pre-Travel. Preceding a prolonged work or duty period (10-hour shift), provide operators a 12-hour period that is as free of duties as possible and, ideally, have it spent sleeping.

4.5.3. Duty Period. Limit operators to driving no more than 10 hours in a duty period.

4.5.4. Alternative Considerations. Provide fatigued personnel alternate means of transportation or designated rest stops until they are sufficiently rested to operate a motor vehicle or plan for relief drivers.

4.5.5. Driving at Night. To the maximum extent possible, schedule driving for daylight periods. When traveling during hours of darkness, consider providing a second awake person in the vehicle cab or reducing the scheduled driving time.

4.5.6. Commanders, supervisors and personnel are encouraged to use the Travel Risk Planning System (TRiPS) found at <https://trips.safety.army.mil/>. Contact the installation occupational safety office for questions concerning TRiPs.

Chapter 5

TRAINING, VALIDATION, AND OPERATIONS (TVO)

Section 5A—General Information and Administration

5.1. Training, Validation, and Operations: TVO manages installation vehicle training, Operator Records and Licensing, Ground Transportation specific training, Readiness Honed IN Operations (RHINO) and Reporting programs.

5.2. NCOIC:

5.2.1. Manages Ground Transportation training, readiness operations, Operator Records and Licensing, and Reporting programs.

5.2.2. Manages and monitors Ground Transportation training IAW AFI 36-2651, *Air Force Training Program*.

5.2.2.1. Liaises with Unit Training Manager and other units on training matters.

5.2.2.2. Adopts and enforces training policies and procedures.

5.2.3. Seeks joint training opportunities with other installation units to minimize resource requirements and garner diverse training perspectives.

5.2.4. Identifies themselves to the Installation Safety Office to become a member of the Traffic Safety Coordination Group to address local and national ground transportation trends, traffic safety, and driver education.

5.2.5. Advise Vehicle Control Officials, installation vehicles trainers, and Ground Transportation on best practices, mitigation steps and training updates to improve safe vehicle operation and training practices.

5.2.6. Pursues commercial training sources for enhanced training, credentialing, and to address training shortfalls IAW CFETP2T1X1, *Ground Transportation*.

Section 5B—Training, Validation, and Operations Programs

5.3. Training:

5.3.1. Administers Ground Transportation training program IAW AFI 36-2651, *Air Force Training Program*.

5.3.2. Administers airfield driver training for Ground Transportation personnel IAW AFI 13-213, *Airfield Driving*.

5.3.3. Installation Subject Matter Expert on vehicle training process and procedures.

5.3.4. Conduct Explosives/Hazardous Cargo training, as required, in AFQTP 24-3-HAZMAT.

5.3.5. Conducts RHINO training.

5.3.6. Conducts Safety, Fire Protection and Health related training IAW AFI 91-202, *The U.S. Air Force Mishap Prevention Program*.

5.3.7. Monitors Ground Transportation vehicle training status and reports on qualifications by individual and vehicle type monthly.

5.3.8. Documents vehicle training by Ground Transportation, by trainer and vehicle(s) trained on IAW DoD Instruction 6055.04. Documentation can be training log, electronic training tracker, 623A or Training Business Area (TBA).

5.4. Operator Records and Licensing (OR&L):

5.4.1. Responsible for licensing and maintaining operator records for those military and civilian personnel authorized to operate GMVs requiring additional training and certification. IAW DoDM 4500.36 contractor employees will not be issued an AF Form 2293, DoD equivalent, or AF Form 171, *Request for Driver's Training and Addition to U.S. Driver's License*, to include AF Form 171 "For Maintenance Purposes Only". **(T-0)**.

5.4.2. Air National Guard and Air Force Reserve units operating their own transportation functions may maintain separate OLVIMS-Dispatch Site Codes to de-conflict Ground Transportation manpower and license data collection (unless specified otherwise in a Host/Tenant Support Agreement).

5.4.3. Each unit that utilizes OLVIMS-Dispatch requires a base code and site code. If there is a requirement to add a base and/or site code to OLVIMS-Dispatch, a request from AFIMSC, Air National Guard or Air Force Reserve should be submitted to the AFPEO ESC/HGGJV Program Management Office. **Note:** If two or more Ground Transportation functions are assigned to one installation and have different Unit Manpower Documents, each function must establish unique site codes within OLVIMS-Dispatch Module. **(T-1)**.

5.4.4. OR&L should establish local procedures for remote/electronic processing (e.g. e-mail, fax, scan, etc.) that incorporate all training and documentation requirements. Digital signatures are authorized on AF Form 171 and AF Form 2293.

5.4.5. Driver Records: OR&L maintains active records for all authorized operators requiring a GMV license. Operator records are retained in the OLVIMS-Dispatch Module.

5.4.5.1. Out-processing:

5.4.5.1.1. Personnel with an AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*, scheduled for a PCS move, retirement, or separation out-process from their servicing OR&L office to retrieve their Master Driver Record.

5.4.5.1.2. OR&L should out-process member from OLVIMS-Dispatch Module and through the vMPF, Virtual Out-processing Checklist or in coordination with the local Civilian Personnel Office.

5.4.5.1.3. When military personnel transfer from Regular Air Force to Active Reserve status, the AF Form 2293 remains valid.

5.4.5.2. A complete audit of personnel and licenses will be conducted annually. **(T-1)**.

5.4.5.2.1. OR&L works with units to resolve concerns identified during the audit such as expired licenses or personnel that are no longer assigned to the unit/installation.

- 5.4.5.2.2. When military personnel separate from the service, they may retain their AF Form 2293. If retained, the words “NOT VALID-SEPARATED FROM THE SERVICE” will be marked on the front and back of the form or the auto-generated INVALID watermark may be used in OLVIMS-Dispatch before re-issuing the license for record purposes. **(T-1)**.
- 5.4.5.3. Do not maintain a local driver record of personnel in Temporary Duty/deployed status operating GMVs in OLVIMS-Dispatch Module, except when required for Ground Transportation Operations Center use.
- 5.4.6. General Employee Licensing Considerations:
- 5.4.6.1. Operation of non-tactical Air Force GMVs where the gross vehicle weight rating (GVWR) is less than 26,000 pounds, designed to transport 8 passengers or less, and does not have a standardized AFQTP, only requires a valid State motor vehicle operator’s license and a valid DoD issued Command Access Card (CAC). No further licensing is required.
- 5.4.6.2. Operation of Air Force GMVs or equipment designed for off-road construction in the following classes; vibratory and pneumatic rollers, paving machine, trencher, and cranes do not require licensing on the AF Form 2293.
- 5.4.6.3. Operation of all other Air Force GMVs (to include tactical vehicles and material handling equipment) requires additional training, certification, and licensing. **(T-0)**.
- 5.4.6.4. Completion of additional training and certification will be documented on the AF Form 171. **(T-1)**.
- 5.4.6.5. Operation of GMVs is limited to those vehicles identified on the AF Form 2293 and those that can be operated with only a State issued driver’s license per [paragraph 5.4.6.1](#).
- 5.4.6.6. On the day of issuance, the AF Form 2293 expiration date will be the same date as the member’s Common Access Card or state issued driver’s license, whichever expires first. **(T-0)**.
- 5.4.7. Commercial Motor Vehicle equivalent licensing requirements:
- 5.4.7.1. Training. All military and civilian personnel operating GMVs with a capacity of 16 or more passengers or with a GVWR greater than 26,000 pounds must receive appropriate Commercial Driver’s License (CDL)-equivalent training. **(T-0)**.
- 5.4.7.2. Certification. CDL-equivalent training requirements will be validated by completion of the Air Force Commercial Motor Vehicle written and hands-on examinations offered by Ground Transportation for the same class of vehicle type or by presenting a state-issued commercial driver’s license for the same class of vehicle type. **(T-0)**.
- 5.4.7.3. Licenses. Civilian personnel that operate GMVs 26,001 GVWR or more, a GMV designed to transport 16 or more passengers (including the operator) or a GMV transporting hazardous materials required to be placarded under Title 49 United States Code Section 31302, *Commercial Driver’s License Requirement*, must possess a CDL in addition to an AF Form 2293 indicating vehicle qualification. **(T-0)**.

5.4.7.3.1. Certain Military Drivers Exemption: IAW Title 49, *Transportation*, CFR Section 383.3, certain military drivers do not require a commercial driver's license to operate commercial motor vehicles. Title 49 CFR Section 383.3 states: "This exception is applicable to Regular Air Force military personnel; members of the military reserves; members of the national guard on active duty, including personnel on full-time national guard duty, personnel on part-time national guard training, and national guard military technicians (civilians who are required to wear military uniforms); and active duty U.S. Coast Guard personnel. This exception is not applicable to U.S. Reserve technicians".

5.4.7.3.2. Certain Federal Civilian Exceptions: The following are the only waivers that apply to civilian employees:

5.4.7.3.2.1. Federal civilian employees who operate firefighter or other civilian equivalent emergency response vehicles and vehicles used for removing snow and ice. **(T-0)**. **Note:** Refer to 49 CFR 383.3.(2)(3)(i)(A)(B) for further guidance.

5.4.7.3.2.2. For those personnel that fall under the exemption, utilize the AF Form 171 for training/certification and documentation of on-base operation only.

5.4.7.3.3. Personnel exempt from obtaining a CDL under this provision will comply with the licensing and qualification requirements for a GMV. **(T-0)**.

5.4.7.3.4. Licensing of federal civilian employees in overseas areas will be governed by Status of Forces Agreements and/or host nation requirements. **(T-0)**.

5.4.7.4. Personnel may use GMVs for commercial driver's licensing qualification and re-qualification by state driver's licensing agencies when authorized by the Logistics Readiness commander (or equivalent). This authority may be used when in the best interest of the Air Force. **Note:** Civilian employees must have a Commercial Learners Permit to use a GMV for training and licensing purposes. IAW 49 CFR 383.25. *Commercial Learners Permit (CLP)*, a CLP holder must be accompanied by a valid CDL holder with proper CDL group and endorsements while operating the GMV. The accompanying member will not be a military member, operating under the military exemption clause outlined in 49 CFR, Section 383.3.

5.4.8. Documenting Vehicle Training and Qualifications: The AF Form 171 will be used to document vehicle training and request addition(s) to the AF Form 2293. **(T-1)**.

5.4.8.1. When operation of a vehicle requires an AF Form 2293, the unit Vehicle Control Official checks the individual's state motor vehicle operator's license for medical or physical restrictions and notes all restrictions on the AF Form 171 for inclusion in the operator's AF Form 2293 and Master Driver's Record.

5.4.8.2. Unit commanders are the authorized signatory on AF Form 171s for units without a Vehicle Control Official. This authority may be locally delegated when submitted in writing to OR&L.

5.4.8.3. The member presents the AF Form 171 to OR&L, who establishes or updates the Master Driver's Record and issues the member an AF Form 2293. The AF Form 171 is returned to the unit Vehicle Control Official, and it will be filed for a minimum of 1 year (See Record Disposition Schedule): T24-03R10.00; note 214). **(T-1)**.

5.4.8.4. Personnel who receive training and a signed AF Form 171 on vehicles while deployed/Temporary Duty are authorized to have their AF Form 2293 updated upon return to home station, to reflect training on the vehicle(s).

5.4.8.4.1. Current unit commander or Vehicle Control Official signature on the AF Form 171 is sufficient certification. **Note:** Vehicles requiring CDL-equivalent certification still require home station certification prior to licensing.

5.4.8.4.2. Upon return from deployment/Temporary Duty, the member will present the AF Form 171 to OR&L for addition of the qualification to their AF Form 2293 prior to operating the vehicle captured on the AF Form 171. **(T-1)**.

Section 5C—Unit Vehicle Training and Vehicle Control Official Responsibilities

5.5. Unit Training and Vehicle Control Official Responsibilities: IAW Air Force Policy Directive 24-3, units will train and license the minimum number of AF (military and civilian) employees to operate, inspect and care for Air Force vehicles to complete the mission.

5.5.1. The using organization is responsible for vehicle training.

5.5.2. Training may be accomplished by contract with a commercial driver training agency at unit expense.

5.5.3. Ground Transportation may assist units with reviewing unit training programs and conducting training, provided resources are available.

5.5.4. Trainers: Unit commanders designate Vehicle Trainers IAW AFMAN 24-306. Use the AF Form 170, *Appointment of Vehicle Trainer* to identify the unit trainer(s).

5.5.4.1. OR&L validates the individual's qualifications in OLVIMS-Dispatch Module and requests a limited driver's record check from Security Forces utilizing the Security Forces Management Information System.

5.5.4.2. A list of training instructors, the type of vehicles they will be trainers for, and their accumulated points identified in the Security Forces Management Information System will be kept on file in OR&L. **(T-1)**. **Note:** The actual record should not be retained.

5.5.4.3. OR&L will reject a training instructor who is not licensed in OLVIMS-Dispatch or who has accumulated six or more points for accidents or moving traffic violations during the previous 12 consecutive months. **(T-1)**.

5.5.4.4. Once the candidate has been approved or rejected, OR&L will notify the unit. If approved, annotate the candidate as an approved trainer in OLVIMS-Dispatch Module.

5.5.4.5. Acts as liaison between the trainer and TVO Examiner to schedule knowledge, endorsement, and performance exams for applicable vehicles.

5.6. Maintenance Purposes Only: It is not necessary that vehicle management personnel be fully qualified in all operational aspects of the vehicle.

5.6.1. The AF Form 171 is used to document vehicle safety and equipment familiarization training. The AF Form 171 will be signed by the trainer, individual and by the Vehicle Fleet Manager or Vehicle Management Superintendent as the certifying official. **(T-1)**.

5.6.2. The Vehicle Fleet Manager or Vehicle Management Superintendent will maintain a list of approved Maintenance Purposes Only trainers within the Vehicle Management Flight and maintain the completed AF Form 171s certifying "Maintenance Purposes Only." (T-1).

5.6.3. Personnel deploying or transferring to another unit should take a copy of the completed AF Form 171 certifying training received for Maintenance Purposes Only for reference.

5.6.4. For contracted operations employees refer to AFMAN 24-306.

5.7. Suspension/Revocation of GMV Operator's Driving Privileges.

5.7.1. GMV driving privileges may be suspended, revoked and reinstated using the guidance contained in AFMAN 31-116, *Air Force Motor Vehicle Traffic Supervision* or local supplements and policy.

5.7.2. OR&L will coordinate with Security Forces Squadron (SFS) to ensure they are notified when individuals have their driving privileges suspended, revoked or reinstated. (T-3).

5.7.3. OR&L will keep a separate file with suspension/revocation notices and other applicable notes. (T-3). **Note:** Maintain files IAW AFI 33-322, *Records Management Program*.

5.7.4. Use the suspension/revocation lists to update licenses in the OLVIMS Dispatch Module. The suspended/revoked status code and date should be added to OLVIMS for tracking purposes.

5.7.5. OR&L will reconcile suspended/revoked licenses with the SFS each month. (T-3).

5.7.6. GMV driving privileges will be suspended when an individual's authorization to drive civilian vehicles on base is suspended. (T-3).

5.7.7. Upon reinstatement of on-base driving privileges for civilian vehicles, GMV driving privileges should be restored, unless specifically withheld by competent authority, i.e., Security Forces or individual's commander.

5.7.8. Installation and Unit commanders (or equivalent) may suspend or revoke GMV driving privileges for cause at any time. The commander should notify OR&L in writing when suspending or revoking GMV privileges.

5.7.9. If involved in a GMV accident, an operator surrenders the AF Form 2293, with the Standard Form 91 and Standard Form 94(s), to the unit Vehicle Control Official. (T-1).

5.7.10. Unit commanders may return the AF Form 2293 at their discretion.

5.7.11. If suspended, licenses will be sent to OR&L to preclude issue of duplicate license while suspended. (T-1).

5.8. Restoration of GMV On-Base Driving Privileges:

5.8.1. When mission essential, personnel may be given a limited suspension/revocation that restricts driving on the installation to the most direct route to and from work sites.

5.8.1.1. The same level of authority or higher that approves GMV driving suspension must also approve the reinstatement. (T-1).

5.8.1.2. Maintain a copy of the approval in OR&L. An AF Form 2293 is then issued for on-base operation only.

5.8.1.3. Reexamining an Operator: An operator is given a reexamination on abilities to operate a GMV when deemed necessary by the unit commander. **Note:** Occupational Safety offers a "Driver Improvement and Rehabilitation Course" that can assist. Refer to AFI 91-207 for more information.

5.9. TVO Examiners and Commercial Motor Vehicle Equivalent Certification.

5.9.1. *The Commercial Motor Vehicle Safety Act of 1986*, required the establishment of minimum national standards to ensure operators have the knowledge and skills required for safe operation of their vehicles. The national standards are found in 49 CFR section 383.

5.9.1.1. The Air Force has adopted the national standards established for certification on tractor-trailer combination, bus (designed to carry 16 or more passengers) and fuel tanker vehicle. TVO will serve as the sole certification authority on the installation, **(T-0)**.

5.9.1.2. TVO Examiners. The Logistics Readiness Commander (or equivalent) will appoint, at a minimum, two 2T1 TVO examiners per installation. **(T-1)**. Deployed locations are not required to have TVO examiners. The TVO program is a home station requirement. If a member is trained on a vehicle(s) in a deployed location, follow the licensing requirements outlined in [para 5.4.8.4](#) of this instruction.

5.9.1.3. Each appointed examiner will be:

5.9.1.3.1. Identified in different AEF/Reserve Component Process (RCP) bands to ensure availability and **(T-1)**,

5.9.1.3.2. A Regular Air Force, Air National Guard or Air Force Reserve member who is at least a Staff Sergeant or above, and has completed 7-level upgrade training **(T-1)** or,

5.9.1.3.3. A DoD civilian or contractor who holds, at a minimum, a Class A Commercial Driver's License (CDL) and Hazardous Material endorsement. **(T-1)**.

5.9.2. Examiners at installations identified by AF/A4LR that have or are scheduled for transition to the AAMVA model:

5.9.2.1. Must have completed the Training, Validation and Operations Examiner computer-based training on Advanced Distributed Learning Service. **(T-1)**.

5.9.2.2. Must have completed an American Association of Motor Vehicle Administrators (AAMVA) accredited training course. **(T-1)**.

5.9.2.3. Must coordinate training for examiner candidates.

5.9.3. Submit waivers for examiner qualifications using AF Form 679, *Air Force Publication/Form Action Request*, to AFIMSC/IZSL, AFR/A4R or ANG/A4R (as appropriate) for approval by AF/A4LR. **(T-1)**.

5.10. Commercial Motor Vehicle Equivalent Certification.

5.10.1. Certification on a tractor-trailer combination or bus (designed to carry 16 or more passengers) requires:

5.10.1.1. A written or electronic test with an 80% passing score. **(T-1)**.

5.10.1.2. Examinees assigned to an installation identified by AF/A4LR who have transitioned to the AAMVA model will take standardized tests at the TVO office IAW Air Force Qualification Training Package 24-3-200, *TVO Examiner's Guide*. **(T-1)**.

5.10.1.3. Installations that have not transitioned to the AAMVA model will develop and administer written tests using the vehicle Air Force Qualification Training Package(s) and CDL Manual as source documents to create the tests. **(T-1)**.

5.10.2. A hands-on, performance test. Performance tests are only administered after examinees have successfully passed the required written or electronic tests.

5.10.2.1. TVO Examiners assigned to an installation identified by AF/A4LR and has transitioned to the AAMVA model will develop the performance test IAW Air Force Qualification Training Package 24-3-200. **(T-1)**.

5.10.2.2. The performance test will consist of a vehicle inspection, a basic control skills test and an over-the road evaluation. **(T-1)**.

5.10.2.3. The basic control skills test will require an unobstructed, paved and level surface suitable for heavy vehicles IAW AFQTP 24-3-200. **(T-1)**.

5.10.2.3.1. Examiners should set up exercise positions and boundaries in any arrangement that is convenient to that location.

5.10.2.4. Test materials will be safeguarded and controlled IAW Air Force Qualification Training Plan 24-3-200. **(T-1)**.

5.10.2.5. Installations which have not transitioned to the AAMVA model, will develop the performance test IAW the criteria specified in the vehicle training package. The performance test will consist of a vehicle inspection and an over-the road evaluation. **(T-1)**.

5.10.2.6. Over-the-road routes will be properly vetted (e.g., routes reviewed for Hazardous Material restrictions and/or traffic safety concerns) to preclude negative public perception and coordinated with the Traffic Safety Coordination Group, or equivalent. Use approved vehicle training packages, CDL study material, etc., as source documents to construct these routes. **(T-1)**.

5.10.3. Examination Failures.

5.10.3.1. Examinees who fail either the written/electronic test or performance test will not be certified. **(T-1)**.

5.10.3.2. Examinees who fail will be required to reschedule to retest at a later date after sufficient review of study material and/or practice. **(T-1)**.

5.10.3.2.1. Passing written/electronic knowledge based tests(s) associated with the specific CMV, will remain valid for 180 days during the initial certification. **(T-1)**

5.10.3.2.2. Examinees who fail to successfully retest (e.g., passing all remaining components of the CMV certification process) within 180 days from the date the initial Knowledge Test was taken, will be required to retake both the Knowledge Test (w/endorsements indicated) and Performance Test (Vehicle Inspection, Basic Controls Skills Test and the Road Test) associated with the specific CMV. **(T-1)**.

5.10.3.3. A third failure within the certification process (e.g., Knowledge Test and/or Performance Test) associated with the specific CMV, will require the examinees' unit commander to forward a written request to the LRS/CC for retest consideration. **(T-1)**.
NOTE: Once licensed the certification will remain valid unless member is decertified IAW AFI 36-2651 **para 6.9.6.5**.

5.11. GMV Official Use. DoDM 4500.36 is the primary guidance regarding official use of GMVs.

5.11.1. When questions arise about the official use of a GMV, they will be resolved in favor of strict compliance with statutory provisions, DoD and AF guidance. **(T-0)**.

5.11.2. The determination as to whether a particular use is for official purposes is a matter of administrative discretion to be exercised within applicable laws and regulations. When guidance does not specifically fit a request for transportation support, consider the following prior to approving the use of a GMV:

5.11.2.1. The purpose of the vehicle use must be essential to the successful completion of a DoD function, activity, program or operation. **(T-0)**.

5.11.2.2. The purpose of the vehicle use must be consistent with the purpose for which the GMV was acquired. **(T-0)**.

5.11.2.3. If provided, GMV transportation must be the most cost effective method of satisfying the requirement. **(T-0)**.

5.11.3. Installation Vehicle Official Use Reporting Program.

5.11.3.1. Ground Transportation oversees the Installation Official Use reporting program and educates operators of GMVs on the DoD and Air Force Official Use requirements.

5.11.3.2. Upon receiving a complaint, Ground Transportation collects the information and conducts a technical assessment using AF Form 870, *U.S. Government Motor Vehicle Suspected Misuse Report*. Information collected should include the date, time and location of suspected incident as well as the vehicle's make, model and vehicle registration number.

5.11.3.3. Technical assessments should attempt to clearly state the alleged offense and applicable official use guidance addressed in the suspected misuse.

5.11.3.4. The AF Form 870 is provided to the Logistics Readiness commander (or equivalent) for coordination and forwarding to the appropriate unit commander (or equivalent) for the suspected misuse requiring investigation.

5.11.3.5. Unit commanders complete AF Form 870 and return to Ground Transportation, identifying actions taken (if appropriate) to prevent further occurrences.

5.11.3.6. Misuse allegations are tracked in the OLVIMS-Dispatch Module. Vehicle misuse allegation documentation will be maintained IAW Records Disposition Schedule: T24-03R1300. **(T-0)**.

5.11.3.7. Annually, the LRS commander will provide their respective group commander with detailed results of substantiated vehicle misuse investigations with recommendations to improve official use of GMVs. **(T-3)**.

5.11.3.8. Ground Transportation provides a copy of the annual misuse data to unit Vehicle Control Officials and assists in addressing trends.

5.11.3.9. GSA Reported Abuse/Misuse Allegations are sent to AF/A4LR who serves as the primary point of contact for GSA reported misuses or reckless operations allegations.

5.11.4. Penalties for Misuse of DoD Motor Vehicles: Misuse or acts/omissions resulting in misuse of GMVs (owned, rented, or leased) may result in disciplinary action. All military and civilian employees need to take appropriate measures to prevent misuse, abuse or willful acts/omissions that could cause damage to GMVs. Directing personnel to violate official use restrictions is an unlawful order and should be reported to command or other appropriate agencies. DoDM 4500.36, Enclosure 5, provides specific guidance regarding penalties for misuse.

5.11.5. The servicing legal office serves as a valuable resource in aiding Ground Transportation in their legal determinations. The installation Financial Manager can assist with guidance regarding the use of Appropriated Funds and historical comptroller general determinations.

5.12. Readiness Honed In Operations (RHINO).

5.12.1. The base-level Ground Transportation readiness program is designed to organize, train, and equip Total Force Ground Transportation agile combat support forces to meet wartime and contingency requirements. RHINO consists of readiness reporting, Home Station Training, and planning functions.

5.12.1.1. RHINO Manager. Implements RHINO program in accordance with this AFI and AFQTP 24-3-600, *Ground Transportation Home Station Training*.

5.12.1.2. Develops, coordinates and implements Home Station Training plan with Unit Training Manager and Ground Transportation activity managers.

5.12.1.3. Conducts and/or schedules (with Training Manager and Ground Transportation activity managers) RHINO training in accordance with AFQTP 24-3-600.

5.12.1.4. Ensures Ground Transportation personnel are functionally-aligned on Unit Type Codes.

5.12.1.5. Coordinates and reviews Adaptive, Crisis Action, In-Garrison Expeditionary Site, and Exercise Plans.

5.12.1.6. Identifies training resource requirements and coordinates training support for Home Station Training.

5.12.1.7. Partners with Prime Base Engineer Emergency Force (BEEF), Prime Readiness in Base Services (RIBS) and Security forces to maximize training opportunities and resources.

5.12.1.8. Uses readiness training and exercises as opportunities to conduct evaluations and demonstrate professional skills and readiness capabilities.

5.12.2. Provides Ground Transportation readiness reporting data IAW AFI 10-201 and AFI 10-403.

5.13. Base Level Planning.

5.13.1. An understanding of MAJCOM/Direct Reporting Unit and component plans is necessary to develop base and unit plans. RHINO assists in development of the in-garrison expeditionary site plan, disaster preparedness plans, non-combatant evacuation plans, support agreements, and memorandums of understanding and agreement. Base level planning also includes all local plans, checklists, and Services Unit Control Center operations. These plans are reviewed as required by local policy/guidance.

5.13.1.1. Develop and review AEF/RCP, Operations, Concept, Mobilization and Base Support Plans annually. Base Support Plans are governed by AFI 10-404, *Base Support and Expeditionary Site Planning*.

5.13.1.2. AEF/RCP planning is conducted IAW AFI 10-401, *Air Force Operations Planning and Execution* and AFI 10-403, *Deployment Planning and Execution*.

5.13.1.3. Base mobilization plans are developed IAW AFI 10-402, *Mobilization Planning*, while deployment planning and execution is referenced in AFI 10-403, *Deployment Planning and Execution*.

5.14. Ground Transportation Home Station Training.

5.14.1. Effective Home Station Training is critical to providing fully qualified Ground Transportation personnel capable of accomplishing Ground Transportation home station and deployed responsibilities. Home Station Training should challenge members to improve their individual and team capabilities for home station and contingency operations.

5.14.2. Ground Transportation military personnel assigned at Wing level, will successfully complete Home Station Training per guidance in AFI 36-2651, CFETP 2T1X1 and AFQTP 24-3-600, *Ground Transportation Home Station Training*. (T-1).

5.14.3. Home Station Training consists of self-study guides, classroom education, hands-on equipment training, duty specific training and ancillary training. Ground Transportation Home Station Training has three focus areas: *General Knowledge*, *Specialty Skills*, and *Contingency/Expeditionary Skills*.

5.14.4. Ground Transportation Home Station Training instructors will use comprehensive lesson plans, qualification training packages, training aids, and student handouts to conduct training. Home Station Training must meet criteria published in the qualification training package. (T-1).

5.15. Rapid Airfield Damage Repair, Ground Transportation Operations (RADR GTO)

5.15.1. RADR Overview. RADR is an essential element in the rapid projection and application of Joint U.S. Military power to ensure the U.S. can establish airbase operations anywhere on the globe in minimum time. Although RADR encompasses all actions required to rapidly prepare airfield operating surfaces and infrastructure to establish or sustain operations that received damage from an attack, Ground Transportation personnel specifically support RADR GTO. RADR GTO is limited to the handling, delivery and stockpiling (if necessary) of materials from the staging area to the repair site(s).

5.15.2. Ground Transportation military personnel assigned at Wing level, will successfully complete RADR Training as part of Home Station Training per guidance in AFTTP 3-32.18, *RADR Warehouse and Ground Transportation Operations* and AFQTP 24-3-600, *Ground Transportation Home Station Training*. (T-1).

5.15.2.1. While knowledge-level RADR classroom training is conducted at home station, hands-on RADR training is not always attainable at most installations. To overcome this training shortfall, hands-on RADR training will be conducted at Silver Flag exercise sites. Silver Flag provides in-depth and focused hands-on RADR training. Personnel are scheduled for Silver Flag exercises that align with their geographic location and AEF cycle. In addition, personnel may receive “just-in-time” hands-on RADR training at a Silver Flag site identified by AFIMSC/XZ.

5.15.3. Silver Flag and Home Station RADR GTO training instructors will use comprehensive lesson plans, qualification training packages, training aids, and student handouts to conduct training. Silver Flag training must meet approved curriculum objectives and Home Station Training must meet criteria published in the qualification training package. (T-1).

WARREN D. BERRY
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DCS/Logistics, Engineering & Force Protection

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

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AFI 90-201, *The Air Force Inspection System*, 21 April 2015

AFI 91-202, *The US Air Force Mishap Prevention Program*, 24 June 2015

AFI 91-207, *The US Air Force Traffic Safety Program*, 16 February 2017

AFI 90-6001, *Sexual Assault Prevention and Response Program*, 21 May 2015

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 9 December 2016

AFMAN 38-102, *Manpower and Organization Standard Work Processes and Procedures*, 4 Sept 2019

AFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, 3 September 2019

AFQTP 24-3-200, *TVO Examiner's Guide*

AFQTP 24-3-600, *Ground Transportation Home Station Training*

CFETP2T1X1, *Ground Transportation*

TO 36-1-191, *Technical & Managerial Reference for Vehicle Maintenance*

Prescribed Forms

AF 170, *Appointment of Vehicle Trainer*

AF 171, *Request for Driver's Training and Addition to U.S. Government Driver's License*

AF 868, Request for Ground Transportation Support

AF 869, U-Drive-It Joint Vehicle Inspection

AF 870, U.S. Government Motor Vehicle Suspected Misuse Report

AF 2293, U.S. Air Force Motor Vehicle Operator Identification Card

Adopted Forms

AF 451, Request for Packaging Service (NOT LRA)

AF 847, Recommendation for Change of Publication

DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Material)

DD Form 1149, Requisition and Invoice/Shipping Document

DD Form 1348-1A, Issue Release/Receipt Document

DD Form 2890, DoD Multimodal Dangerous Goods Declaration

SF 91, Motor Vehicle Accident Report

SF 94, Statement of Witness

SF 700, Security Container Information

SF 701, Activity Security Checklist

SF 702, Security Container Check Sheet

Abbreviations and Acronyms

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFQTP—Air Force Qualification Training Package

ANG—Air National Guard

CFR—Code of Federal Regulations

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDM—Department of Defense Manual

EDT—Enlisted Development Teams

GMV—Government Motor Vehicle

GSA—General Services Administration

GTOC—Ground Transportation Operations Center

IAW—In Accordance With

ITA—Invitational Travel Authorization

MAJCOM—Major Command

NATO—North Atlantic Treaty Organization

NGB—National Guard Bureau

OLVIMS—Online Vehicle Interactive Management System

O&M—Operations and Maintenance

OPR—Office of Primary Responsibility

OR&L—Operator Records and Licensing

POD—Permissible Operating Distance

RHINO—Readiness Honed In Operations

TDY—Temporary Duty

TVO—Training, Validation, and Operations

TRiPS—Travel Risk Planning System

U.S.—United States

Terms

Commercial Motor Vehicle Equivalent—Vehicles that require a commercial driver's license to operate. Typically, GMVs with a capacity of 16 or more passengers or with a Gross Vehicle Weight Rating greater than 26,000 pounds.

Domicile to Duty—Transport of individuals in GMVs from their domicile to place of employment or home-to-work is not transportation for official purposes except as specifically identified or approved in accordance with DoDM 4500.36.

Enlisted Development Team—A program chartered under the Ground Transportation Working Group responsible for evaluating targeted ranks within the Ground Transportation specialty and vectoring senior NCOs who have the right training, education and experience to fill critical positions within their career fields or to expand in their experience in order to fulfill long term goals and needs of the Air Force.

Government Motor Vehicle—Owned, rented, or leased tactical or non-tactical vehicles operated on or off-highway.

Ground Transportation Operations Center—The primary mission and customer support center responsible for managing mission support. The GTOC schedules trained personnel and resources in support of passenger and cargo movements and support services such as operator care, U-Drive-It vehicles and recovery operations. The GTOC also serves as a conduit for information and communication flow for emergencies during and after duty hours.

Ground Transportation Support—GTS provides the pool of operators to meet ground transportation requirements managed by the Ground Transportation Operations Center. Ground Transportation Support operators may be detailed out to assist Equipment Support, conduct shift work, vehicle training, etc.

Ground Transportation Leadership Team—Consisting of Officer, Enlisted and/or Civilian leaders, the Ground Transportation Leadership Team manages Ground Transportation and is responsible for the efficient use of the assigned vehicle fleet, assigned military, civilian and contract personnel and other resources.

Ground Transportation Priorities of Service—A 1-n list providing the basic Ground Transportation Operations Center direction for de-conflicting support requests when facing personnel or vehicle shortages.

Ground Transportation Working Group (GTWG)—The working group is chartered as the enterprise approach method for establishing strategic Ground Transportation strategies and provides oversight of critical processes supporting the Logistics Enterprise Process approach and Human Capital Strategy.

Official Use—GMVs are closely controlled because of their easy accessibility, high visibility and potential for misuse. DoDM 4500.36 implements federal law (e.g., 31 United States Code §1344 Passenger Carrier Use and 40 United States Code §§601-611, Motor Vehicle Pools and Transportation Systems) and prescribes the limited use of GMVs to official governmental purposes. Unauthorized use of GMVs results in unnecessary expenditure of funds and creates public criticism. Commanders, vehicle operators and the base populace must be familiar with vehicle use restrictions and what constitutes official use. Three basic rules apply when making Official Use determination:

- The purpose of the vehicle use must be essential to the successful completion of a DoD function, activity, or operation.
- The purpose of the vehicle use must be consistent with the purpose for which the GMV was acquired.
- If provided, the GMV transportation used must be the most cost effective method of satisfying the requirement.

Operator Records & Licensing—Responsible for licensing and maintaining operator records for those military and civilian personnel authorized to operate GMVs requiring additional training and certification.

Permissible Operating Distance (POD)—Since it is often more effective to use commercial methods of transportation for the movement of personnel and cargo to destinations outside the surrounding area of the installation, a standard POD extending 120 miles (approximately two hours) in all directions from the perimeter of the installation applies to all government-owned and leased vehicles. Enforcing a POD not only encourages the most economical form of travel, it also ensures personnel and equipment are more easily retrieved in the unlikely instance of a vehicle accident or break-down. If an installation's units have routine mission requirements that necessitate an increased POD, the LRS commander may establish a POD that exceeds the standard distance. The LRS commander must inform AFIMSC within 30 days of approving a farther POD in accordance with AFI 33-360, 1.9.3.1.

Readiness Honed IN Operations (RHINO)—The base-level Ground Transportation readiness program to organize, train, and equip Ground Transportation agile combat support forces, Regular Air Force and Air Reserve Component for both wartime and contingency missions.

Response Times—Response times are approved by the Logistics Readiness Commander (or civilian equivalent), tailored to installation size, infrastructure, and customer requirements (delivery of priority cargo, taxi, and comparable on-demand services).

U-Drive-It (UDI)—Short-term use vehicles under centralized control to ensure the minimum assets are required to accomplish the maximum number of requirements for the installation. U-Drive-It support should be limited to general purpose vehicles; sedans, trucks, and vans.

Training, Validation and Operations—TVO manages installation Vehicle Training, Operator Records & Licensing, Ground Transportation specific training, Readiness Honed IN Operations (RHINO) and Reporting programs.