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GROUND TRANSPORTATION

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SUMMARY OF CHANGES

This publication has been revised and must be completely reviewed. Changes include: re-numbering AFI 24-301 to DAFI 24-301, combining AFI 24-301 and AFMAN24-306, *Operation of Air Force Government Motor Vehicles*, reducing approval authorities to the lowest appropriate level, replacing Air Expeditionary Force related guidance with has been changed to Air Forces Force Generation, civilian federal exceptions and DAF licensing requirements were updated to fall in line with Title 49 U.S.C., Commercial Driver’s License requirement, updated the minimum requirements for Department of Defense (DoD) civilians and contractors appointment as Training, Validation and Operations (TVO) Examiners (TVOE) to include requirement waiver process and authority to attend the TVOE Course, clarified and identified units exempt from appointing two TVOEs, and establishing a Commercial Motor Vehicle Equivalent (CMVE) certification program.

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Chapter 1

GOVERNMENT MOTOR VEHICLE (GMV) OFFICIAL USE

Section 1A—General Information

1.1. Federal Law and DoD. Federal law and DoD policies place restrictions on the use of DAF GMVs and services. All personnel are to comply with policy as they apply to GMV use.

1.2. GMV Official Use.

1.2.1. DoDM 4500.36, *Acquisition, Management, and Use of Non-Tactical Vehicles*, is the primary guidance regarding official use of DoD GMVs.

1.2.2. Additional guidance for vehicle use, to include commercial rental vehicles, while on temporary duty (TDY) is found in DoDM 4500.36, Enclosure 5.

1.2.3. GMVs are closely controlled because of their easy accessibility, high visibility, and potential for misuse.

1.2.4. DoDI 4500.36, *Acquisition, Management, and Use of Non-Tactical Vehicles*, implements federal law (e.g., 31 U.S.C. § 1344 *Passenger Carrier Use* and 40 U.S.C., Subchapter VI) and prescribes the limited use of GMVs to official governmental purposes.

1.2.5. Unauthorized use of GMVs results in unnecessary expenditure of funds and creates negative public perception and/or criticism.

1.2.6. Commanders, vehicle operators, and the base populace must be familiar with vehicle use restrictions and what constitutes official use. **(T-0)** Note: AFR personnel that travel to their home station for Inactive Duty Training or a Reserve Personnel Appropriation tour is not considered “Temporary Duty” (TDY) therefore they are not authorized UDI vehicles. **(T-0)**

1.2.7. General GMV Use Responsibilities

1.2.7.1. All personnel responsible for operating GMVs in any capacity and those developing vehicle-related training plans should remain current with this instruction and related installation policy or instructions.

1.2.7.2. Alcoholic beverages and food will not be consumed in GMVs. Operators will not consume alcohol eight hours prior to duty or prior to operating any GMVs. **(T-0)**

1.2.7.3. Operators are ultimately responsible for exercising good judgment by imposing additional time constraints as needed.

1.2.7.4. Tobacco or nicotine products (e.g., vape devices, smokeless tobacco, nicotine pouches) will not be used in GMVs. **(T-0)**

1.2.7.5. Personal or government-issued hand-held wireless devices (e.g., phones or text messaging equipment) or any other type of electronic devices will not be used by DAF personnel while operating a GMV. **(T-0)** Reference applicable state or local driving laws for the use of hands-free communication equipment (Bluetooth enabled vehicles, speakerphones, single-bud earphones, mounted phones, etc.).

1.2.7.6. This instruction establishes a baseline permissible operating distance (POD) of 120 miles (approximately 2 hours in all directions) for all government-owned, leased, or

rented DAF vehicles. If an installation's units have routine mission requirements that necessitate an increased or decreased POD, the LRS commander may establish a local POD. See [paragraph 2.12.3](#).

1.2.7.7. When questions arise about the official use of a GMV, they will be resolved in favor of strict compliance with statutory provisions, DoD, and DAF guidance. See [paragraph 4.12](#) and subsequent paragraphs for making official use determinations.

1.2.7.8. Any incidental use of a GMV for a non-mission purpose must:

1.2.7.8.1. Incur only a *de minimis* cost to the government (e.g., fuel, mileage, wear and tear). **(T-0)**

1.2.7.8.2. Not create a public perception of misuse of a government resource. **(T-0)**

1.3. GMV Servicing. Owning and using organizations of assigned GMVs are solely responsible for routine servicing (e.g., re-fueling, cleaning). **(T-1)**

1.4. Standard Authorized Uses of GMVs.

1.4.1. Domicile to Duty (DTD).

1.4.1.1. Transport of individuals in GMVs from their domicile to place of employment, home-to-work, or any instance where transportation is requested to transport member(s) to or from a personal residence is not authorized. **Exception:** Members approved for DTD transportation, members assigned to reside in a Special Command Position (SCP) residence, and members approved to host Official Representation Funded (ORF) events where parking at the event location is restricted. **(T-0)**

1.4.1.2. The Secretary of Defense or the Secretary of the Air Force must approve DTD transportation requests IAW DoDM 4500.36. **(T-0)**

1.4.1.3. AF DTD requests will be coordinated through AFIMSC, National Guard Bureau (NGB) or Air Force Reserve Command (AFRC) for technical assessment and recommendation prior to submission to AF/A4L. **(T-1)**

1.4.2. Temporary Duty Support (TDY).

1.4.2.1. Transportation may be provided between the employee's work site, lodging on-or-off installation, places of sustenance, and servicing military or civilian air terminal for personnel on TDY when public or commercial resources are inadequate, nonexistent or less cost efficient than GMV transportation IAW DoDM 4500.36. **Note:** The TDY status of an individual does not necessarily justify the use of a GMV or its use for personal convenience.

1.4.2.2. DAF personnel vehicle use will always be predicated on need, distance involved, and other conditions that justify its use to further the DoD and DAF mission. **(T-0)**

1.4.2.3. If adequate DoD or commercial bus system is available or can be provided, the use of any GMV or commercial rental car is prohibited.

1.4.2.4. Authorized transportation to eating establishments is limited to reputable venues where food service is the primary focus. Avoid establishments that could reflect negatively on the DoD, DAF, or generate public criticism, such as those primarily serving alcohol,

gaming venues, adult-themed establishments, or locations where food is not the primary mission of the establishment.

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

1.4.3. Entertainment and Morale:

1.4.3.1. GMVs may be used between places of business, lodging, eating establishments, pharmacies, grooming salons, fitness centers, places of worship, laundry facilities, and similar places required for sustenance of the member whether on or off base. **Note:** If transportation is assigned solely to access off base sustenance, restrict GMV use to reputable eating establishments in reasonable proximity to the installation. **(T-1)**

1.4.3.2. GMV use to off-base entertainment venues (e.g., movie theatres, bowling alleys, shopping malls) is prohibited. **(T-1)** Exception: Attending an approved ORF event location where parking at the ORF Approving Official's event location is unavailable,

1.4.3.3. GMVs will not be taken to a personal residence or private quarters. **(T-1)**

1.4.4. Individually Procured Rental Vehicles.

1.4.4.1. Individual service members and civilian employees in a TDY status procuring rental vehicles will follow the GMV official use guidance in this publication. **(T-1)**

1.4.4.2. Use of individually procured rental vehicles will be restricted for both Permanent Party or TDY Party due to fiscal and optics concerns. Incidental personal use of such rental vehicles (which are usually provided by the rental agency on an unlimited mileage basis), is normally only appropriate in the immediate vicinity (20 miles) of the TDY location. The official use of the Rental vehicle policy is governed by *Defense Travel Regulations*, Part I, Chapter 106. See also DAFI 24-602, Volume 1, *Passenger Movement*, paragraph 3.13.2..

1.4.5. Permanent party. Personnel conducting official off-base duties are authorized to stop at off-base eating establishments in the immediate vicinity or direct route of the off-base work site. **(T-1)** Stopping at (on- or off-base) private quarters for any reason or stopping for shopping or personal convenience purposes is strictly prohibited. The intent is to allow for those personnel working away from their duty location, for extended periods, the opportunity to obtain meals without incurring additional time and fuel cost of returning to the installation. This is not to be taken as authority to stop as a matter of personal convenience when in transit between sites, whether on- or off-base. **Note:** Authorized transportation to eating establishments is limited to reputable venues where food service is the primary focus. Avoid establishments that could reflect negatively on the DoD, DAF, or generate public criticism, such as those primarily serving alcohol, gaming venues, adult-themed establishments, or locations where food is not the main business.

1.4.5.1. Personnel conducting official off-base duties are authorized to respond to personal emergencies that may arise while they are conducting off-base duties in a GMV. Personal emergencies are defined as notification of a life threatening or serious injury to a dependent family member, or substantial damage to personal property, such as a home fire.

1.4.5.2. Permanent party GMV official use includes transportation to or from directed appointments on- or off-base (e.g., Military Personnel Section records check, dental

appointments, commander's calls) special consideration must be taken to prevent transportation that circumvent official use rules for purposes of morale or personal convenience), urinalysis testing and hospital outpatient appointments. **(T-1)** GMV travel is not authorized for elective surgery, procedures or treatments where the member would otherwise not be entitled to government travel. **(T-1)**

1.4.6. Protocol Support. Ground Transportation (GT) provides direct mission support in the form of protocol services for distinguished visitors and official events. This support authorizes the use of GMVs when such visitors and events have been approved by the appropriate installation authority. The installation Protocol office is the primary point of contact for official events. See DAFI 90-1201, *Protocol*, Chapter 11, a Distinguished Visitor is defined as:

1.4.6.1. A visiting general or flag officer.

1.4.6.2. A government official with a rank equivalent to a brigadier general or higher (e.g., Senior Executive Service).

1.4.6.3. Any foreign military officer or civilian designated a Distinguished Visitor by the Deputy Under Secretary of the Department of the Air Force for International Affairs (SAF/IA).

1.4.6.4. Reference guidance provided in DAFI 90-1201, on an individual basis, Wing commanders, higher command 0-6s or GS15s, and command chiefs when designated by the installation commanders may afford the distinguished visitor distinction to personnel 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.

1.4.6.5. When transporting distinguished visitors, ensure vehicles are properly identified as outlined in DAFI 90-1201 (e.g., appropriate license plates/insignia).

1.4.6.6. Spouses (or significant others) accompanying a distinguished visitor may be entitled to distinguish visitor status but are not authorized GMV travel support independent from the primary distinguished visitor unless spouse is on ITA (Individual Travel Authorization) and itinerary requires spouses to travel to a different location that benefits visit objective.

1.4.6.7. SCP designation provides for consideration of additional housing amenities for a small number of general and flag officer and civilian positions who reside in U.S. Government-controlled or privatized housing. SCPs act as hosts on behalf of the U.S. Government at official and social entertainment activities for foreign or U.S. dignitaries, high-ranking government or military officials, and outstanding members of the business, industrial, labor, scientific, and academic communities.

1.4.6.7.1. SCP housing will be identified by the Office of the Secretary of Defense. **(T-0)** Reference DoDI 1338.21 and AFI 32-6000, *Housing Management*, Attachment 4. SCP designation alone does not authorize domicile-to-duty privileges.

1.4.6.7.2. While GMVs should not be taken to a personal residence or private quarters, they may be used to attend an official function at an approved SCP location.

1.4.6.7.3. ORF are used to host official receptions, dinners, and similar events, and to otherwise extend official courtesies to guests of the United States and the DoD to maintain U.S. and DoD standing and prestige.

1.4.7. Public Ceremonies.

1.4.7.1. The use of GMVs may be authorized for military and civilian personnel officially participating in public ceremonies as directed in DoDI 5410.19, Volume 2, *Community Outreach Activities: OSD Outreach Programs, Speaking Engagements, and Support to Non-DoD Organizations*, to include military field demonstrations, and parades directly related to official activities. Approved “Official participation” activities include serving as:

1.4.7.1.1. Presiding officer.

1.4.7.1.2. Host.

1.4.7.1.3. Chaplain.

1.4.7.1.4. Master of ceremonies.

1.4.7.1.5. Honor guard or formation detail.

1.4.7.1.6. Guest speaker.

1.4.7.1.7. Proffer.

1.4.7.2. Attending does not constitute “officially participating” even if the public ceremony has been established as an alternate duty location.

1.4.7.3. All transportation to official after-hours functions will begin and end at the individual’s normal place of duty. **(T-1)**

1.4.7.4. Dependents and guests may accompany military and civilian personnel officially participating in public ceremonies when space is available.

1.4.7.5. The size of the GMV authorized must be no larger than that required for the performance of the official business. **(T-1)**

1.4.8. Commanders Key Support Program. Commanders Key Support Program is an official Unit Family Readiness Program designed to enhance readiness and is therefore authorized GMV Support. **(T-3)**

1.4.9. Mortuary Affairs.

1.4.9.1. GMV support services (i.e., UDI or driver supported) may be authorized as prescribed in DAFI 34-160, *Mortuary Affairs Program*.

1.4.9.2. GMVs are authorized to transport immediate family members (i.e., spouse, children, and parents) of the deceased military member for:

1.4.9.2.1. National cemetery funerals.

1.4.9.2.2. Dignified transfer ceremonies.

1.4.9.2.3. Unit memorial service.

1.4.9.3. Only combat-related deaths will be provided GMV transportation. **(T-1)**

1.4.9.4. The LRS commander is the approval authority for funeral transportation requests. **(T-1)**

1.4.9.5. All non-combat related deaths are not authorized GMV transportation. **(T-1)**

1.4.10. Emergency Response Forces.

1.4.10.1. Travel to and from on base eating establishments and base gymnasium by Emergency Response Forces is authorized alert status is approved. **Note:** Approval includes the use of military dining facilities, Non-Appropriated Funds Army Air Force Exchange Service, or Defense Commissary Agency operated eating establishments to include commissary and shoppette.

1.4.10.2. The intent is to allow personnel to remain on duty and maintain the ability for immediate response while securing meals for health and sustenance.

1.4.10.3. Units authorized to travel to on-base establishments must ensure personnel do not abuse or cause negative public perception by frequenting establishments for reasons other than obtaining meals. **(T-1)**

1.4.10.4. Personnel are prohibited from using GMVs for travel to and from their private quarters under this provision. **(T-1)**

1.4.11. Major Command, Field Command, Numbered Air Force, and Installation commanders.

1.4.11.1. When a permanently assigned vehicle is authorized, Major Command (MAJCOM), Field Command (FLDCOM), Numbered Air Force, and Installation commanders may use that GMV for on-base travel to locations and tasks related to personal health and sustenance (except member's residence).

1.4.11.2. This authorization accommodates the commander's responsibility to ensure an immediate response capability and to facilitate travel to meet official responsibilities.

1.4.11.2.1. Permanent party official use rules apply for off-base travel and stops.

1.4.11.2.2. Temporary Duty Party official use rules apply for on-base travel and stops.

1.4.11.3. All other official use constraints described in this chapter, including the provisions on dependent and family member travel, apply. **Note:** An approved authorization will not be interpreted as authority for DAF personnel to use the GMV for stops at their residence or other domicile-to-duty transportation IAW DoDM 4500.36. **(T-0)**

1.4.12. Telecommunications-equipped GMVs. Group Commanders and above permanently assigned a telecommunications-equipped GMV are authorized to drive that GMV to on-base eating establishments (e.g., military dining facilities and non-appropriated funds, Army Air Force Exchange Service, defense commissary agency operated eating establishments to include commissary and shoppette) while performing their duties in connection with official business.

1.4.12.1. The intent of the policy is to allow Commanders to use the assigned GMV for these activities while maintaining access to mounted telecommunications equipment.

1.4.12.2. This must not be interpreted as authority to use the GMV for stops at their residence or other domicile-to-duty transportation, IAW DoDM 4500.36. **(T-0)**

1.4.13. Bulk Meals/Flight Kitchens. Unit commanders will approve use of GMVs for the purposes of securing carry-out meals in bulk from on-base military dining facilities or flight kitchens. **Examples** include, but are not limited to: Aircrew, Passenger Terminal, and Mobility and/or Contingency Support. **Note:** Do not grant any of the above authorities when the primary benefit is for the personal convenience of personnel.

1.4.14. Civil Air Patrol (CAP) Support.

1.4.14.1. CAP is authorized DAF transportation support when performing DAF assigned missions as a volunteer civilian auxiliary of the AF IAW DAFI 10-2701, *Organization and Function of the Civil Air Patrol*. **(T-1)**

1.4.14.2. AF installation commanders may provide government transportation and equipment to CAP units on a temporary basis.

1.4.14.3. When providing transportation or equipment to CAP units, the installation commander will provide qualified personnel to operate the vehicles or equipment. **(T-2)**

1.4.14.4. CAP Cadets are not authorized to drive GMVs. **(T-1)** Refer to DAFI 10-2701 for questions regarding authorized CAP support.

1.4.15. Prospective Recruits.

1.4.15.1. GMVs will not be operated by recruits. **(T-1)**

1.4.15.2. Recruiters may be assigned GMVs for field duties, including transporting prospective recruits to interviews, processing, and orientation activities.

1.4.16. Family Advocacy. Transportation may be provided to support DAF family programs operating under DAFI 40-301, *Family Advocacy Program* in the cases of dependent neglect or abuse, if approved by the installation commander.

1.4.17. Installation-level Morale Welfare and Recreation activities may be entitled to Non-Appropriated Fund (NAF) vehicle support per DAFI 34-101, *Department of the Air Force Morale, Welfare and Recreation (MWR) Programs and Use Eligibility*, for:

1.4.17.1. MWR Recreation Clubs per Chapter 23.

1.4.17.2. MWR Information Tours and Tickets tours per Chapter 9.

1.4.17.3. Outdoor Recreation trips per Chapter 19.

1.4.17.4. Unit-level morale events per the UNITE Program are entitled to Non-Appropriated Fund Instrumentality vehicle support per the Air Force Services Center *UNITE Program Guide*, Section D (https://www.acc.af.mil/Portals/92/Docs/ACC%20Bridge/UNITE/CY25%20UNITE%20Guide.pdf?ver=vPLyvavi_ipqmjf3MABxmQ%3D%3D).

1.5. Unauthorized DAF Vehicle Uses.

1.5.1. Unless use of a GMV constitutes official use, use of a GMV is unauthorized. **(T-0)** The following subparagraphs are examples and do not constitute an all-inclusive list.

1.5.1.1. Social Event Support. Breakfasts, luncheons, dinners, icebreakers, socials, holiday parties, fini-flights, unit picnics, hails and farewells, DAF (Military) Balls and similar events, as well as unit-organized shopping, sightseeing, informal clubs or functions on- or off-base are generally not official activities. Attendance at this type of event is not authorized for GMV support. **Note:** The events listed in this paragraph are examples and do not constitute an all-inclusive list. See [paragraph 1.5.1.8](#) for unit unofficial activity and private organization support.

1.5.1.2. Personal or Social Engagements.

1.5.1.2.1. Members and their dependents will not use GMV transportation for personal social engagements or personal business. **(T-0)**

1.5.1.2.2. Members and their dependents may use publicized, regularly scheduled transportation services on a space-available basis. **Note:** Larger vehicles will not be provided to accommodate space-available passengers. **(T-0)**

1.5.1.3. DAF GMVs will not be used to transport personnel or equipment to or from base housing areas or other private quarters located either on or off the installation. **(T-0)**

1.5.1.4. Grade, Prestige, Official Position or Personal Convenience GMV Use.

1.5.1.4.1. GMV use and support services will not be based solely on grade, prestige, official position, or personal convenience. **(T-0)**

1.5.1.4.2. Assigned Enlisted Aides may use GMVs to complete necessary shopping for Qualifying Representational Events, per DoDI 1315.09, *Utilization of Enlisted Aides on Personal Staffs of General Officers/Flag Officers*.

1.5.1.5. GMV Use for Personal Business. 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 the personal nature by military or civilian personnel, members of their families or others. **(T-0)**

1.5.1.6. Household Goods Movement.

1.5.1.6.1. Do not use GMVs for personal or government-directed household goods moves. **(T-0)**

1.5.1.6.2. Members are not authorized GMV support for moves related to dormitory renovation or commander-directed relocations. Members are authorized to receive all appropriate personal property shipping entitlements. Refer requests for household goods move to LRS-Personal Property Element. **(T-0)**

1.5.1.7. Permissive TDY (PTDY) Status. Members on PTDY:

1.5.1.7.1. Are not authorized dedicated or GMV transportation IAW DoD 7000.14-R, Volume 9, Ch. 5.

1.5.1.7.2. May use regularly scheduled DAF shuttles, if applicable. **Note:** The GTOC will not provide a larger vehicle to accommodate space-available PTDY passengers IAW DoDM 4500.36,

1.5.1.8. Unit Unofficial Activities and Private Organization. GMV use must be consistent with the purpose for which the GMV was acquired.

1.5.1.8.1. Unit Unofficial Activities may use assigned GMVs for unit mission business being conducted by the Unit Unofficial Activity. Per AFI 34-223, *Private Organizations Program*, Unit Unofficial Activities are a temporary collection of personal funds in the hands of the government and are most used:

1.5.1.8.1.1. To host unit holiday parties and other morale events. **Note:** GMVs may be used to support the set-up and take-down of the event by the personnel assigned to the Unit Unofficial Activity.

1.5.1.8.1.2. To secure refreshments and meals for DAF-hosted conferences. The procurement of such items (using the personal funds of attendees voluntarily participating in a “landing fee”) can be accomplished using GMV support. **Note:** **Unit** Unofficial Activity efforts primarily focused on fundraising should not utilize GMV support.

1.5.1.8.1.3. To facilitate the scheduling of Non-appropriated Fund Instrumentality operated transportation on a pay-as-one-goes from personal funds basis.

1.5.1.8.2. Private Organizations (PO) are not authorized GMV Support even as incidental logistical assistance or even when the PO is solely dedicated to supporting a single DAF unit (i.e., Local Supporting Foundation) IAW AFI 34-223 *Private Organizations*. **(T-1) Note:** This prohibition applies even if the proposed GMV use is to support a unit event or program.

1.5.1.9. Local commanders’ spouse transportation will only be authorized if it’s at no cost and only on a space-available basis when accompanying the member to or from official events (e.g., change of commands, retirements, etc.). **(T-1) Note:** Separate itineraries are not authorized. **(T-1)**

1.6. GMV Misuse Penalties.

1.6.1. The negligent or willful misuse of a GMV will be cause for disciplinary action as described in DoDM 4500.36, Enclosure 5. **(T-0)** This includes:

1.6.1.1. Action against military members for violation of Article 92 of the Uniform Code of Military Justice (UCMJ).

1.6.1.2. Action against an officer or employee who use or authorizes the use of a passenger motor vehicle or aircraft owned or leased by the United States Government (except for an authorized official purpose) or otherwise violates 31 U.S.C § 1344. The officer or employee will be suspended without pay by the head of the agency for at least one month or longer and summarily removed from office, if warranted.

1.6.2. Misuse, acts, or omissions resulting in misuse of GMVs (owned, rented, or leased) may result in disciplinary action; refer to DAFI 90-301, *Inspector General Complaint Resolution*, for guidance on fraud, waste, and abuse.

1.6.2.1. All military and civilian employees need to take appropriate measures to prevent misuse, abuse or willful acts or omissions that could cause damage to GMVs.

1.6.2.2. Directing personnel to violate official use restrictions is an unlawful order and should be reported to command or other appropriate agencies. **Note:** DoDM 4500.36, Enclosure 5, provides specific guidance regarding penalties for misuse.

1.6.3. Valuable sources for supporting the GTOC include:

1.6.3.1. The servicing legal office when supervisors or management are considering disciplinary action for misuse of GMVs.

1.6.3.2. The installation Financial Manager can assist with guidance regarding the use of appropriated funds.

Section 1B—General Official Use Transportation Support

1.7. Pet or Service Animal Transportation Support.

1.7.1. Pet and Service Animal Transportation Support. The use of GMVs for the transportation of family pets is authorized for Permanent Change of Station (i.e., only Permanent Change of Station moves at austere locations where public or private transportation is not available), execution of Installation Emergency Management Plan, Non-Combatant Evacuation Operation, SAFEHAVEN, etc.

1.7.2. The pet must always be under the control of the owner, either leashed or caged, to ensure the safety of the operator and passengers. **(T-1)**

1.7.3. Owners will be held responsible for the behavior of their pets and any costs associated with damage caused by the pet. **(T-1)**

1.7.4. Service animals are authorized to accompany the individual requiring support in GMVs, when authorized.

1.7.4.1. Service animals will always be under the control of the owner. **(T-1)**

1.7.4.2. Failure to keep the pet(s) leashed or caged and properly overseen presents a safety concern, to which immediate termination of support will occur. **(T-1)**

1.8. Dependent Transportation Support.

1.8.1. General Dependent Transportation Support.

1.8.1.1. Transportation of family members is the responsibility of the sponsor.

1.8.1.2. Spouses are not considered representatives of the United States, DoD, or DAF, except when traveling on an approved invitational travel authorization.

1.8.1.3. A military dependent may accompany their military or civilian employee sponsor when the GMV is being used to accomplish official business, the military or civilian sponsor is participating in an official capacity for the function and there is space available.

1.8.1.4. On a space-available basis, a military member or civilian employee's spouse or immediate family may accompany them in the GMV to an authorized official event.

1.8.1.4.1. This is permitted only when no official travelers are displaced, no additional cost is incurred by the government, the vehicle is no larger than required for the official business, and no deviations from the official route are made solely to accommodate the family member. **(T-0)**

1.8.1.4.2. The use of the vehicle must have already been authorized for official business. **(T-0)**

1.8.1.5. On a space available basis, dependents may use publicized, regularly scheduled shuttle buses or mass transportation services. Space available may not be used to circumvent travel to support:

- 1.8.1.5.1. Breakfasts.
- 1.8.1.5.2. Luncheons.
- 1.8.1.5.3. Dinners.
- 1.8.1.5.4. Icebreakers.
- 1.8.1.5.5. Socials.
- 1.8.1.5.6. Holiday parties.
- 1.8.1.5.7. Fini-flights.
- 1.8.1.5.8. Homecomings.

1.8.2. The events listed in the preceding paragraphs are examples and do not constitute an all-inclusive list.

1.8.3. Dependents of personnel who are authorized by DoD to receive domicile-to-duty transportation may proceed independently to or from an official function in a GMV when the dependent's presence at the function is in the best interest of the government.

1.9. Invitational Travel Authorization (ITA) Transportation Support.

1.9.1. Individuals on official ITA orders are authorized ground transportation transport services in direct support of the invitation only. **(T-0)**

1.9.2. Individuals on ITA are authorized to operate a GMV, if qualified or authorized GMV and operator support. **(T-0)**

1.9.3. Individuals on ITA orders are not authorized to receive domicile-to-duty (DTD) transportation from their permanent residence. **(T-0)**

1.9.4. Individuals on ITA may be authorized GMV transportation to or from on- or off- base lodging away from PDS.

1.9.5. All other commanders' spouse (MAJCOM, FLDCOM, Numbered Air Force, Wing, and Group) and individual installation visits are not authorized official transportation unless on ITA orders. **Note:** This includes spouse and individual base orientation tours, civic events, and area tours. **(T-0)**

1.9.6. Spouses and individuals may accompany on a space-available basis when:

- 1.9.6.1. No official travelers are displaced. **(T-0)**
- 1.9.6.2. No additional cost is incurred by the government. **(T-0)**
- 1.9.6.3. The vehicle is no larger than required for the official business and no deviations from the official route are made solely to accommodate the family member. **(T-0)**

1.10. DAF, MAJCOM, FLDCOM, Delta Pre-command Training.

1.10.1. DAF, MAJCOM, FLDCOM, and Delta pre-command training (e.g., squadron, group, wing, Senior Leader, General Officers, and Senior Executive Service Orientation courses) will be supported for the training event only. **(T-1)**

1.10.2. Support is not authorized for off-base events, to include sightseeing tours, shopping, luncheons, social gatherings, etc. unless authorized in this instruction. **Note:** Support will be limited to official event participation. **(T-1)**

1.11. Child Development Center Support.

1.11.1. 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.

1.11.2. Transportation between on- or off-base housing areas and the child development center is not authorized. **(T-0)**

1.12. Chaplain Corps Support. GMV support is also authorized on a reimbursable basis for Chapel-led 10 U.S.C. § 1789 Strong Family Structure events per DAFI 52-105, *Chaplain Corps Resourcing*.

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

1.12.2. The chapel is responsible for funding temporary duty expenses for personnel providing support. **(T-1)**

1.12.3. The installation senior religious support team should coordinate budgetary transportation requirements with Logistics Readiness Squadron for inclusion in the installation's annual budget.

1.13. Housing Office Support.

1.13.1. GMV support may be provided to facilitate the housing office's mission (not privatized housing management offices or contractors).

1.13.2. 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)**

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

1.15. Medical and Inpatient Status Support.

1.15.1. 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.

1.15.2. Family members may accompany on a space-available basis.

1.16. Mental Health Support.

1.16.1. The use of GMVs is authorized to support mental health facilities when mental health patients are in outpatient status. **(T-1)**

1.16.2. Support must be part of patient therapy ordered by a medical physician. **(T-1)**

1.16.3. Medical personnel must accompany the patient(s). **(T-1)**

1.17. Air Force Museum Support.

1.17.1. 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.

1.17.2. Support will be consistent with guidance in DoDM 4500.36 and DAFI 84-103, *Department of the Air Force Heritage Program*. **(T-0)**

1.18. Air Force Fitness Program Support.

1.18.1. Air Force Fitness Program testing is an official scheduled appointment and GMV support and use is authorized for transport to an approved assessment facility or location. **(T-1)**

1.18.2. On-base consolidation transportation for commander-directed, mandatory installation, or unit physical fitness activities is authorized. **(T-1)**

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

1.19. Legal Proceedings Support.

1.19.1. The use of GMVs is authorized to support administrative and military justice hearings (e.g., courts-martial, discharge boards). **(T-1)**

1.19.2. 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)**

1.20. Fisher House Support. GMV support is allowed to support Fisher House operations to include guest transportation to commissaries, exchanges and on-and off-base pharmacies when authorized by the House Manager IAW DAFMAN 34-147, *Department of the Air Force Fisher House Program*.

Chapter 2

GROUND TRANSPORTATION PRINCIPLES AND CAPABILITIES

Section 2A—General Information and Administration

2.1. Principles of Centralized and Consolidated Mission Support.

2.1.1. GT policies and practices have been established to ensure maximum use of pooled personnel and vehicle resources to meet legislative direction, DoD and DAF policy, and maintain wartime skills proficiency.

2.1.2. GT support operators should be used, to include rescheduling if mission dictates, prior to authorizing the use of specialized motor vehicles and equipment (e.g., large passenger moving vehicles, tractor-trailers, Material Handling Equipment (MHE)) by personnel not assigned to the GT work center.

2.1.3. GT should partner with Fleet Management and Analysis in developing installation support efforts (e.g., shuttles, taxi) to use GT personnel and vehicles to minimize the use of unit assigned vehicles.

2.2. Ground Transportation Capabilities and Services.

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

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

2.2.3. Micro-level Fleet Management. Applicable to GT members charged with managing a sub-motor pool, accountability, rotation, safety, and security oversight for an installation.

2.2.3.1. Accountability.

2.2.3.1.1. Ensures vehicles are used efficiently, effectively and for authorized official purposes.

2.2.3.1.2. Ensures the fleet is properly maintained and serviced to include fuel usage, mileage, and maintenance records.

2.2.3.1.3. Encompasses proper training and licensing of operators.

2.2.3.2. Vehicle Rotation. Regularly rotating vehicles between users and missions ensures balanced usage. This includes regular maintenance and repairs to help extend the life cycle of the fleet.

2.2.3.3. Safety and Security Oversight. Uses local measures to ensure drivers operate safely and securely.

2.2.4. Ground Logistics Mission Planning. GT mission planning consists of full spectrum transportation support in peacetime, contingency, or combat environments (e.g., movement of War Reserve Materiel (WRM), Military Operations Other Than War (MOOTW), Noncombatant Evacuation Operation (NEO), Line Haul Operations).

2.2.5. U-Drive-It (UDI) Vehicle Support.

2.2.5.1. Provides short-term use vehicles under centralized control to ensure the minimum assets are required to accomplish the maximum number of requirements.

2.2.5.2. UDI support should be limited to general purpose vehicles requiring only a valid state driver license and limited training.

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

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

2.2.8. The Training, Validation and Operation (TVO) office.

2.2.8.1. Responsible for training, upgrade training of GT members, and the qualification, certification of GT vehicles.

2.2.8.2. The TVO office is responsible for the management, upkeep, and execution of all CMVE tasks and requirements outlined in this instruction and Air Force Qualification Training Package (QTP) 24-3-200 *TVO Examiner's Guide*.

2.2.8.3. The TVO Office is also responsible for the management, upkeep, and execution of the Operator Records & Licensing (OR&L) office to manage the installation licensing program as prescribed in DoDM 4500.36, DoDI 6055.04. **(T-0)**

2.2.9. GMV Official Use.

2.2.9.1. GT advises installation leaders on official use determinations regarding the use of GMVs.

2.2.9.2. Serves as a monitoring and reporting authority for the installation. They collect and analyze official use complaints and communicate those complaints and trends to leaders.

2.2.10. Rapid Airfield Damage Repair (RADR). RADR encompasses all actions required to rapidly prepare airfield operating surfaces and infrastructures to establish or sustain operations that received damage from an attack. **Note:** GT personnel specifically support the handling, delivery, and stockpiling (if necessary) of materials from the staging area to the repair site(s).

Section 2B—Roles and Responsibilities

2.3. Directorate of Logistics, Logistics Readiness Division (AF/A4LR).

2.3.1. AF/A4LR will:

2.3.1.1. Establish and update DAF policy for managing GT capabilities and operations.

2.3.1.2. 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 as referenced in DAFI 36-2670, *Total Force Development*, and AFI 38-101, *Manpower and Organization*.

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

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

2.3.1.5. Host GT career field workshops, working groups, enlisted development team, specialty training requirements team, and the utilization and training workshop.

2.3.1.6. Serve as the AF Functional Area Manager (FAM), the principal advisor to the Deputy Chief of Staff for Logistics, Engineering and Force Protection (AF/A4) on the management and oversight of personnel and equipment within the 2T1XX functional area as referenced in AFI 10-401, *Operations Planning and Execution*.

2.3.1.6.1. Develop enterprise guidance and instructions for Global Force Management allocation process and related functions (e.g., Air Forces Force Generation, reserve component process, WRM management or movements, command levy contingency tasking, or military operations other than war).

2.3.1.6.2. Perform HQ FAM duties as identified in AFI 10-401.

2.3.1.7. AF/A4LR serves as the primary point-of-contact for misuses or reckless vehicle operation allegations reported to General Services Administration (GSA).

2.3.1.8. Coordinates approval for all standardized vehicle and career field functional qualification training packages.

2.4. AFIMSC, Air Force Reserve Command (AFRC), and National Guard Bureau (NGB).

2.4.1. Ground Transportation Policy:

2.4.1.1. Implements and interpret policy for effective operation and official use of GMVs.

2.4.1.2. Conducts subject matter expert (SME) technical assessment of requests and provides a concur or non-concur recommendation to the decision authority.

2.4.1.3. Validates management controls and oversight to ensure validity of GTOC data, adherence to GMV official use guidance, and training and certification programs to ensure effectiveness, compliance, and safety.

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

2.4.1.5. Creates reviews, and coordinates with AF/A4LR to approve all standardized vehicle and career field functional qualification training packages.

2.4.1.6. Monitors and supports the Air Force Inspection System. See reference DAFI 90-302, *The Inspection System of the Department of the Air Force*.

2.4.1.6.1. Gauges compliance with training in line with items identified in this instruction.

2.4.1.6.2. Establishes requirements and performs compliance assessment.

2.4.1.6.3. Coordinates corrective actions and root cause analysis to resolve GT deficiencies.

2.4.1.6.4. Validates accuracy of On-Line Vehicle Interactive Management System (OLVIMS) data.

2.4.1.7. Acts as approval authority for modified shuttle bus services.

2.4.1.8. Acts as approval authority for group transportation services and review operational group transportation service data annually to ensure continued service is justified.

2.4.1.9. Acts as approval authority for mass transit service.

2.4.1.10. Recommends and coordinates on functional data metrics affecting the GT community.

2.4.1.11. Represents parent organization on the GT working group, enlisted development teams, and other activities as applicable.

2.4.1.12. Acts as AFRC and NGB CMVE Associate Program Managers.

2.4.2. MAJCOM Functional Managers will:

2.4.2.1. Serve as the MAJCOM Functional Manager for Air Force Specialty Code 2T1XX, responsible for management of functional training and administration of functional manpower requirements as outlined in DAFI 36-2670 and DAFI 38-101.

2.4.2.2. Validate and supports manpower for GT requirements and outlying units with Air Force Personnel Center, MAJCOM/A1 sections.

2.4.2.3. Oversee the effective and economical use of command manpower resources. Provide policy and guidance to the installation or servicing manpower office.

2.4.2.3.1. Distribute manning allocations within the command(s) and identify shortages or surpluses.

2.4.2.3.2. Verify vacancies, creates, and manages Equal Plus advertisements.

2.4.2.3.3. Create and coordinate command assignment priority plans.

2.4.2.4. Recommends and provides guidance on functional metrics and data collection affecting GT manpower. Coordinates corrective actions and determines the effectiveness of root cause analysis.

2.4.2.5. Reviews OLVIMS or approved web-based functional application, service data for accuracy and trends affecting manpower.

2.4.2.6. Supports and participates in manpower studies and coordinates on manpower variances.

2.4.2.6.1. Assists in developing work center productivity enhancements.

2.4.2.6.2. Provides coordination on authorization change requests and organization change requests to MAJCOMs.

2.4.2.7. Training Responsibilities.

2.4.2.7.1. Monitors career field training and allocates mission readiness training quotas.

2.4.2.7.2. Plans, validates, and forecasts command formal training requirements using course requirements provided by Education and Training Course Announcements website at <https://usaf.dps.mil/teams/app10-etca/SitePages/home.aspx?isdlg=1>.

- 2.4.2.7.3. Plans, validates, and forecasts programs for technical training. Refer to DAFI 36-2670.
- 2.4.2.8. Creates and submits manning point change requests, personnel processing codes, and Plus Tables requests to Air Force Personnel Center.
- 2.4.2.9. Represents parent organization on the GT Working Group and Enlisted Development Teams, as applicable.
- 2.4.2.10. Validates and manages enrollment for the GT Non-Commissioned Officer in Charge (NCOIC) Course as prescribed in Education and Training Course announcements requirements. **Note:** Members that do not meet the Education and Training Course announcements 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 or unique leadership positions, re-trainees, etc.
- 2.4.3. Functional Area Managers (FAM):
- 2.4.3.1. Identify, source, and track all GT related deployment force allocation actions, to include tracking plans for surge, emergent, ongoing support operations.
- 2.4.3.2. Review and coordinate GT support for theater exercises or contingency wartime plans.
- 2.4.3.3. Provide personnel, vehicle, and vehicle-related cargo in-transit visibility to MAJCOM leadership.
- 2.4.3.4. Reviews and provides recommendations of adjustments with the reserve component process, war reserve materiel management or movements, command levy contingency tasking or military operations other than war to the appropriate Operations Staff (A3) enterprise. **Note:** AFIMSC and Air Reserve Component personnel may serve as members of the MAJCOM Crisis or Contingency Action Teams.
- 2.4.3.5. Perform FAM duties as identified in AFI 10-401.
- 2.4.3.6. Audit Unit Type Code availability development and posture coding.
- 2.4.3.7. Develop and review mission capabilities.
- 2.4.3.8. Review tasking notification flow, unit Identification code changes and oversee the reclama process.
- 2.4.3.9. Create and review mission essential tasks.
- 2.4.3.10. Complete FAM training IAW AFI 10-401.
- 2.4.3.11. Develop GT support for contingency and operational wartime plans.
- 2.4.3.12. Function as the Manpower and Equipment Force Packaging System Responsible Agency for GT Unit Type Codes required to support national military strategy during operational planning and execution activities.

2.5. Air Force Forces FAMs.

- 2.5.1. Perform 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.

- 2.5.1.1. Complete training IAW AFI 10-401.
- 2.5.1.2. Develop GT support for theater exercises and contingency wartime plans.
- 2.5.1.3. 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.
- 2.5.2. 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.
- 2.5.3. Coordinate with AFIMSC for technical assistance and supports information needs pertaining to facilities, vehicles, and equipment data.
- 2.5.4. Review and validate web-based reports for applicable bases monthly.
- 2.5.5. Implement GT in-theater support.
 - 2.5.5.1. Execute the duties and responsibilities outlined in AFI 10-401.
 - 2.5.5.2. Ensure MAJCOMs align Unit Type Codes in appropriate Air Force Force Generation phases.
 - 2.5.5.3. Review functional requirements in Operational Plan Time-Phased Force and Deployment Data for accuracy; coordinate and review reclaims.

2.6. Online Vehicle Interactive Management System Functional Analyst.

- 2.6.1. System Requirements and Development Oversight:
 - 2.6.1.1. Advises the GT Career Field Manager on On-line Vehicle Interactive Management System requirements and functionalities.
 - 2.6.1.2. Coordinates with functional and technical teams to refine system requirements, ensuring these are translated into effective system functionalities.
 - 2.6.1.3. Assists the GT Career Field Manager with incorporating the use of Basing and Logistics Analytics Data Environment for logistics and transportation data analytics, decision advantage, and readiness reporting.
- 2.6.2. Technical Expertise and Support will:
 - 2.6.2.1. Provide technical guidance to software developers on system updates, aligning with DAF policies and operational standards.
 - 2.6.2.2. Oversee life-cycle documentation and software configuration management.
- 2.6.3. System Testing and Quality Assurance will:
 - 2.6.3.1. Partner with the test manager to design and execute comprehensive test scripts.
 - 2.6.3.2. Conduct scheduled and ad hoc testing to verify new capabilities enhance system functionality without compromise.
- 2.6.4. Issue Resolution and System Maintenance will:
 - 2.6.4.1. Monitor and evaluate difficulty reports, ensuring timely and effective corrective actions.

2.6.4.2. Maintain oversight of system performance, identifying inefficiencies and suggesting improvements.

2.6.5. Training and User Support will:

2.6.5.1. Develop and conduct On-line Vehicle Interactive Management System training sessions tailored to system updates affecting the GT community.

2.6.5.2. Provide ongoing support to system users, including troubleshooting and issue resolution.

2.6.6. Communication and Information Dissemination will:

2.6.6.1. Communicate essential updates regarding system development to the career field and leadership.

2.6.6.2. Guide annual functional review boards chaired by the Career Field Manager, validating and prioritizing system requirements.

2.6.7. Data Management and Compliance will:

2.6.7.1. Oversee data integrity within On-line Vehicle Interactive Management System, ensuring compliance with standards and regulations.

2.6.7.2. Manage the generation of reports and maintenance of records.

2.6.8. Process Improvement and User Experience Enhancement. Works to enhance the user interface and automate tasks within the system, aiming to improve efficiency and user satisfaction.

2.6.9. Collaboration and Project Management. Coordinates with the 2T1 Policy, Innovation, & Process Improvement Working Group and field users to implement system updates and enhancements, ensuring projects are completed within allocated timelines and budgets.

2.6.10. Security and Regulatory Compliance will:

2.6.10.1. Regularly test the system for vulnerabilities and performance issues.

2.6.10.2. Manage the deployment of updates or patches as needed.

2.6.10.3. Ensure compliance with all relevant security measures.

2.7. MAJCOM 2T1 Inspector General (IG) Inspectors. MAJCOM 2T1 IG inspectors will:

2.7.1. Plan and conduct inspections to identify program strengths, improvement areas, and deficiencies. Educates members in the career field with best practices and trend items.

2.7.2. Execute exercise inspections for assigned units.

2.7.3. Verify Wing Inspection Team effectiveness and validate unit readiness reporting within the Defense Readiness Reporting System.

2.7.4. Coordinate risk-based sampling strategy data and inspection scope development with the MAJCOM to account for organizational specific requirements.

2.7.5. Provide functional subject matter expertise and brief inspection results to senior leadership.

2.7.6. Ensure the commander's inspection program is executed as prescribed in DAFI 90-302.

2.7.7. Coordinate GT policies, directives, and procedures with AFIMSC to provide command-wide cross-tell, trend analyses, and DAF policy.

2.7.8. Upload inspection data into the Inspector General Evaluation Management System to schedule, plan, document, report, and track inspection activities.

2.7.9. Report indications of fraud, waste, and abuse through appropriate channels.

2.7.10. Evaluate DAF-identified inspection requirements of highest risk where undetected non-compliance puts Airmen, Guardians, commanders, the DAF, or our nation at significant risk. (DAFI 90-302, Attachment 3)

2.7.11. Attend necessary training to support CMVE Program Inspections (e.g., DAF TVOE Course)

2.8. AF Career Development Academy Learning Engineer. The AF Career Development Academy Learning Engineer will:

2.8.1. Develops, maintains, reviews, revises, and coordinates training material for the 2T1X1 Career Field. Courses include Training, Validation, and Operations Examiners initial training, refresher computer-based training, and other courses in collaboration with the 2T1 Career Field Manager and Air Force Career Development Academy.

2.8.2. Conducts content reviews and responds to student concerns while working closely with developers and SME to modernize career development programs, and continuum of learning.

2.8.3. Attend Utilization and Training Workshops to assist with proper Specialty Training Standards to competency code matching the latest Operational Analysis Report data.

2.8.4. Review the Specialty Knowledge Test and Specialty Training Standard compatibility critique developed by the Specialty Knowledge Test Team and the Air Force Operational Analysis Program.

2.9. The 368th Training Squadron (368 TRS). The 368 TRS will:

2.9.1. Conduct technical training and supplemental GT courses. **Note:** The 368 TRS serves as the DAF GT Center of Excellence, charged with the collection and sharing of best practices in conjunction with its technical training offerings.

2.9.2. The 364th Training Squadron (364 TRS) and 368th Training Squadron (368 TRS). The 364 TRS and 368 TRS Commanders or equivalent will:

2.9.2.1. Appoint, at a minimum, two 2T1 TVOEs.

2.9.2.2. Revoke authority to conduct CMVE skills testing from TVOE who do not conduct a minimum of ten Skill Test components per calendar year or complete the American Association of Motor Vehicle Administrators (AAMVA) refresher course, HAF TVOE refresher course, or have a designated agency (e.g., HAF CMVE Program Manager, AFRC CMVE Associate Program Manager, NGB CMVE Associate Program Manager, MAJCOM IG 2T1 GT Inspector) co-score along with the TVO Examiner, a Vehicle Inspection, Basic Control Skills test, or an Over-The-Road Skills test with positive results. (Ref: AAMVA CDL Examiners Manual scoring criteria). **(T-1) Note:** Vehicle Inspection test, Basic Control Skills test, and Over-the-Road Skills test are all individual skills tests.

2.9.2.3. Revoke authority to conduct CMVE skills testing from TVOE who fail to operate within the signed CMVE Non-Disclosure Agreement requirements.

2.10. Installation commanders (or equivalent). Will set a culture for GMV Official-Use and enforces GMV policy in favor of strict compliance with rules outlined in this instruction, DoDM 4500.36 and Air Force Qualification Training Plans. **(T-0)**

2.11. Wing Staff Agencies.

2.11.1. The Installation Legal Office is a resource GT and installation leaders will use for determinations for GT support requests. (e.g., domicile to duty, official use, etc.). **(T-1)**

2.11.2. Installation Safety Office will partner with TVO office to identify trends, address traffic safety concerns, reinforce responsible driving behaviors and traffic safety through education. **(T-1)**

2.11.3. Installation Inspector General will assist with official use determinations or resolution with subject matter expertise in complainant resolution and Air Force fraud, waste, and abuse policy. **(T-1)**

2.12. The Logistics Readiness Commander (or equivalent) will:

2.12.1. Provide funds and resources to support the GT mission, to include personal protective equipment and safety equipment as outlined in DAFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*.

2.12.2. Administer the installation Vehicle Misuse Reporting and Investigation Program IAW this instruction and QTP 24-3-300, *Operator Records & Licensing*. Reviews and validates the DAF Form 870, *U.S. Government Motor Vehicle Suspected Misuse Report* coordinating to the next appropriate office depending on outcome of review.

2.12.3. Monitor GT specialty progression, qualification, and proficiency. **(T-1)**

2.12.4. Approve GT priority of services plan in the event of limited vehicle or manpower resources or during unusual circumstances, (e.g., contingency, /exercise support, national emergencies, high deployment tempo). **(T-1)**

2.12.5. Approve documented cargo scheduled sweep frequencies and establish organizational response times for GTOC (e.g., aircrew, taxi, wrecker recovery). **(T-1)** This will include servicing times specific to priority cargo, including priority 01 and priority 02 issues, not resulting from due-out release.

2.12.6. Appoint, at a minimum, two 2T1 TVOEs **(T-1)**. **Note:** Recommend appointing no more than four examiners to maintain program integrity and examiner proficiency. See **Chapter 6** for exceptions.

2.12.6.1. Revokes authority to conduct CMVE skills testing from TVOE who do not conduct a minimum of ten Skill Test components per calendar year. **(T-1)** **Note:** Vehicle inspection test, basic control skills test, and over-the-road skills test are all individual skills tests.

2.12.6.2. Will revoke authority to conduct CMVE skills testing from TVOE who fail to operate within the signed CMVE Non-Disclosure Agreement requirements.

2.12.7. Budget 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. **(T-1)**

2.12.8. Support the GT Human Capital Strategy by using personnel according to established development vectors and positions. **(T-1)**

2.12.9. Delegate administrative authority as outlined in DAFI 51-509, *Appointment To and Assumption of Command* (e.g., delegating authority to a flight commander for endorsing GT appointment letters). **Note:** If a squadron commander chooses to delegate authority, an official memorandum must be used.

2.12.10. Enforce compliance with DoDI 6055.04, and DAFI 91-207, *The Traffic Safety Program*.

2.12.11. Authorizes transportation for the immediate family of the sponsor in the case of the sponsor's combat-related death. **(T-1)** See **paragraph 1.5.6.**

2.12.12. Act as approval authority for all group transportation, emergency bus services, and military community activities service as outlined in DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, Enclosure 5. **(T-0)**

2.12.13. The LRS commander (or delegated authority):

2.12.13.1. May grant a one-time deviation to their established POD, in writing, without modifying the existing policy letter.

2.12.13.2. Must inform AFIMSC, AFRC, or NGB within 30 days of approving a farther POD IAW DAFI 90-160, *Publications and Forms Management* for situational awareness and process improvement considerations. **(T-1)**

2.12.13.2.1. Enforcing a POD not only encourages the most economical form of travel, but it also ensures personnel and equipment are more easily retrieved in the unlikely instance of a vehicle accident or break-down.

2.12.13.2.2. The standard POD also promotes the use of commercial methods of transportation for the movement of personnel and cargo to destinations for requirements extending past the 120-mile standard.

2.13. Unit commanders (or equivalent) will.

2.13.1. Designate vehicle trainers using DAF Form 170, *Appointment of Vehicle Trainers*, and, when necessary, DAF Form 170B, *Appointment of Vehicle Trainer (Continued)*, IAW **Section 6C**, Unit Operator Training Program, of this publication. **(T-1)**

2.13.2. Be the authorized signatory on DAF Form 171, *Request for Driver's Training and Addition to U.S. Government Driver's License* for units without a Vehicle Control Official (VCO). This authority may be locally delegated when submitted in writing to OR&L. **(T-1)**

2.13.3. Review vehicle misuse reports and completes DAF Form 870, *U.S. Government Motor Vehicle Suspected Misuse Report* before returning to Logistics Readiness unit or GT, identifying official use determination and actions taken (if appropriate) to prevent further occurrences. **(T-1)**

2.13.3.1. Reinforce responsible driving behaviors and traffic safety prior to high-risk periods (e.g., holidays, extended weekends, seasonal conditions) IAW DAFI 91-207.

2.13.3.2. Use available tools (e.g., Air Force Combined Mishap Reduction System surveys, Travel Risk Planning System, traffic safety briefings). **(T-1)**

2.13.4. Ensure unit personnel are briefed annually on DAF policy regarding official use, accident reporting procedures, vehicle abuse, vehicle misuse, discrepancy reporting, proper backing, use of spotters and use of DD Form 518, *Accident Identification Card*, Standard Form (SF) 91, *Motor Vehicle Accident (Crash) Report*, and SF 94, *Statement of Witness*. **Note:** Briefings will be documented and tracked in a central location (e.g., Vehicle Control binder, electronic database, individual training record). **(T-1)**

2.13.5. Ensure members required to transport hazardous material are trained and qualified IAW QTP 24-3, *HAZMAT*.

2.13.6. Ensure guidance on squadron commanders' delegation of administrative authority is provided in DAFI 51-109, *Appointment To and Assumption of Command*.

2.14. Air Force Reserve Tenant Units.

2.14.1. Air Force Reserve Command tenant units play a unique role under the DAF and installation construct.

2.14.2. Their home station mission is to meet the standards set forth in the Career Field Education and Training Plan (CFETP), while also maintaining UTC specific training requirements as a combat ready force that provides strategic depth to increase the capability for DAF to meet mission requirements.

2.14.3. The Air Force Reserve Command GT element superintendent must work with the Host GT Element Superintendent to ensure locally developed operating procedures, policies, and guidance encompass total force integration to maximum extent possible. **(T-1)**

2.14.4. Tenant units not identified in a Host Tenant Support Agreement to provide specific GT services to support the installation will not be required to meet those operational requirements. **(T-1)**

2.14.5. Tenant units may augmentee Regular AF and host units to support mission requirements when requested if they are in a participation or activation status (typically funded by the Host unit or Regular AF MAJCOM).

2.15. Deployment and Distribution Flight/Distribution Section (LRS/LGRD) (or equivalent). LRS/LGRD will.

2.15.1. Be responsible for the management of subordinate elements. **(T-1)**

2.15.2. Ensure all assigned personnel receive appropriate training, enabling full organic transportation support for air and ground operations. **(T-1)**

2.15.3. Submit budget and reimbursement requirements for inclusion in the annual budget. **(T-1)**

2.15.4. Monitor and assist in compliance with GT Priorities of Service and requirements-based support. See methodology described in this DAFI and DoDM 4500.36. **(T-0)**

2.16. Superintendent, Ground Transportation. GT Superintendent will:

- 2.16.1. Manage GT and be responsible for the efficient use of the assigned vehicle fleet, assigned military, civilian, contract personnel, and other resources. **(T-1)**
- 2.16.2. Be familiar with the applicable Air Force Manpower Standard, the Unit Manpower Document (UMD) and is the primary point of contact for manpower matters. **(T-1)**
- 2.16.3. Oversee GT personnel assigned inside and outside of the work center as base-level functional manager and advises commanders on the most efficient use of resources in case of mission impact. **(T-1)** See AFI 38-101 for organization roles and responsibilities.
- 2.16.4. Develop and submit element budget requirements, reimbursement requests, and other resource requirements for inclusion in the annual budget and other funding opportunities using guidance in DAFI 65-601 Volume 1, *Budget Guidance and Procedures* and AFI 65-601 Volume 2, *Budget Management for Operations*.
- 2.16.5. Manage element safety and training programs to ensure compliance with DAFI 91-202, *The US Air Force Mishap Prevention Program*, DAFMAN 91-203, *Air Force Occupational Safety, Fire and Health Standards*, and DAFI 36-2670.
- 2.16.6. Oversee the TVOE program to ensure compliance with strict test control processes and procedures. Will hold TVOEs accountable with CMVE tasks and requirements outlined in this Instruction and QTP 24-3-200.
- 2.16.7. Enforce use of standardized processes and procedures as defined in 24-3 series QTP available on E-Publishing website or GT SharePoint Sites. **(T-1)**
- 2.16.8. Monitors and maintains support for GT capabilities and functions. **(T-1)**
- 2.16.9. Serve as Functional Area Agreement Coordinator for contracted vehicle services and activities. **(T-1)** See AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, for additional information.
- 2.16.10. Be responsible for the coordination and management of the Performance Management Assessment Program and Quality Assurance Program to assess contractor performance. For specific guidance on contractor performance reference DAFI 63-138, *Acquisition of Services*. (e.g., contracted bus support to the base.) See Federal Acquisition Regulation 46.4, *Government Contracts Quality Assurance*, Defense Federal Acquisition Regulation Supplement 246.4, *Government Contracts Quality Assurance*, and Defense Federal Acquisition Regulation Supplement 237.172, *Service Contracts Surveillance*. **(T-0)**
- 2.16.11. Ensure compliance with the Air Force Inspection System, Logistics Readiness Quality Assurance programs, and guidance in DAFI 90-302, *The Inspection System of the Department of the Air Force* and DAFI 20-112, *Logistics Readiness Quality Assurance Program*. Identify SMEs as Quality Assurance (QA) personnel, to support DAFI 90-302 requirements and assist GT with process improvement initiatives (the Squadron commander exercises discretion on placing individuals in a QA role).
- 2.16.12. Cultivate a culture of continuous process improvement, reporting lessons-learned to facilitate policy, procedure, and strategy changes across the enterprise. **(T-1)**

2.16.13. Partner with QA personnel (and the Wing Inspection Team when applicable) to identify priority tasks and programs requiring additional attention and evaluation to benefit the work center. **(T-1)**

2.16.14. Establish local guidance (i.e., operating instructions and standard operating procedures) for safe, secure, and efficient operations. **(T-1)** Units may use pre-built examples established by the AFIMSC Policy team. Local guidance will be reviewed annually by the current GT leadership team. Contractors performing a firm-fixed price performance-based service contract are not required to develop and maintain local guidance unless specified in a performance work statement (PWS). **(T-1)** Local guidance will, at a minimum, address:

2.16.14.1. GT hours of operations and if applicable, shift change procedures. **(T-1)**

2.16.14.2. GTOC procedures (e.g., handling requests, recall procedures). **(T-1)**

2.16.14.3. GT priorities of service (a list providing basic control center direction for de-conflicting support requests based on vehicle and operator availability). **(T-1)**

2.16.14.4. Security and safety (e.g., accident prevention, severe weather guidance, compound security, housekeeping and maintenance, wireless communications systems security). **(T-1)**

2.16.14.5. Mission continuity of operations (e.g., backup locations, backup data collection, safeguarding, and mission execution procedures).

2.16.14.6. Protocol guidance and training. **(T-1)** **Note:** AFR GT superintendents must coordinate with the Host GT superintendent in development of local guidance to ensure the tenant unit equities assigned to the installation are captured in local guidance. At minimum, they must provide the host GT with their inactive duty training schedule, annual training plan, and ensure all AFR assigned personnel conducts an annual review of the locally developed installation guidance. **(T-1)**

2.16.15. Enforce adherence to DoDI 6055.04, *DoD Traffic Safety Program* and DAFI 91-207 for risk management guidance. **(T-0)**

2.16.16. Appoint, in writing, GT licensing authentication officials. **(T-1)**

2.16.17. Ensure GT personnel are functionally aligned on Unit Type Codes. **(T-1)**

2.16.18. Provide GT readiness reporting data IAW AFI 10-201, *Force Readiness Reporting*, and AFI 10-403, *Deployment Planning and Execution*.

2.16.19. Execute Base Level Planning: Include all local plans, checklists, and Service's Unit Control Center operations. An understanding of MAJCOM and Direct Reporting Unit and component plans is necessary to develop base and unit plans.

2.16.19.1. Review operational, concept, mobilization, and base support plans annually. Base support plans are governed by AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*, and readiness planning is conducted IAW AFI 10-403.

2.16.19.2. Guidance on base mobilization plan development is provided in AFI 10-402, *Mobilization Planning*, while deployment planning and execution is referenced in AFI 10-403.

2.17. Element Chief, Ground Transportation. Responsible for operational control and is the single point of contact for programmatic or procedural concerns in the GTOC, O&P, and TVO sections. Up-channels complex operational concerns to the Superintendent and assists the Superintendent of GT with the leadership responsibilities identified in [paragraph 2.16](#). Element Chief, Ground Transportation will:

- 2.17.1. 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:** MyLearning provides most of these requirements.
- 2.17.2. Maintain a current reporting official roster.
- 2.17.3. Maintain a roster identifying all additional duties tasked to assigned personnel.
- 2.17.4. Monitor ancillary training reports to ensure completion.
- 2.17.5. Monitor vehicle certification and training reports to address capability impacts.

2.18. Ground Transportation Contracting Officer's Representative.

- 2.18.1. Maintain technical competency in their assigned performance assessment areas.
- 2.18.2. Provides support to senior leadership as required. Uses their technical expertise to assist the LRS commander, or equivalent, to arrive at informed decisions when coordinating with higher headquarters, AFIMSC, NGB, AFRC, DAF contracting agencies, and defense contract management agency.
- 2.18.3. Must coordinate with Program Manager(s) for assigned performance assessment areas to fully understand requirements for assessment.
- 2.18.4. Surveys and assesses contractor compliance with federal, state, local or host nation environmental laws and DAFI requirements.
- 2.18.5. Evaluates unit passenger and cargo movement procedures IAW the Performance Work Statement, including use of OLVIMS, and approved systems, locally developed forms, publications, operating procedures, etc., for accuracy, intent, and necessity. **(T-1)**
 - 2.18.5.1. Performs periodic assessment on contractor-maintained activities during hours of operation that include all shifts, weekends, nights, holidays, exercise, and contingency operations.
 - 2.18.5.2. Performs review of documents maintained by work center contractor, OLVIMS, or approved system reports, and assists AFIMSC, NGB, and AFRC with reports and studies as needed.
- 2.18.6. Initiates actions when additional attention is required to resolve adverse trends or training problems.
- 2.18.7. Reviews contractor-initiated waiver requests for approval or coordination through AFIMSC, NGB, or AFRC.
- 2.18.8. Reviews government furnished property and vehicle inventories upon contract award and annually thereafter. Provides guidance on resolving issues related to government furnished property and vehicles.

2.18.9. During contract renewals and modifications, ensures GT verbiage portion of the PWS is coordinated through AFIMSC, NGB, or AFRC.

Chapter 3

GROUND TRANSPORTATION ORGANIZATION, GENERAL INFORMATION AND ADMINISTRATION

Section 3A—Structure and Manpower

3.1. Structure and Duty Titles.

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

3.1.2. GT should be structured referencing **Figure 3.1**. Although identified as separate sections, some positions and programs may be consolidated as required.

3.1.3. GT Leadership will establish and assign duty titles IAW the UMD, and applicable Air Force Manpower Standard, the Ground Transportation Human Capital Strategy, and the CFETP 2T1X1, *Ground Transportation. (T-1)*. As such, they 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 GT support operator pool.

3.1.4. Duty titles will facilitate a quick understanding of a person’s role, accurately reflect the daily duties being performed, and convey level of responsibility. See The Enlisted Force Structure for guidance on duty titles. A consistent, standard approach is important to ensure the terms are meaningful for records reviews, manpower considerations and development considerations.

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

3.1.5.1. Superintendent, Ground Transportation – Used for SNCOs in charge of functional responsibilities.

3.1.5.2. Element Chief, Ground Transportation - Used for NCOs and SNCOs in charge of the GT Element.

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

3.1.5.4. NCOIC, Ground Transportation Operators and Programs – Used for NCOs and SNCOs in charge of the GT Operators and Programs.

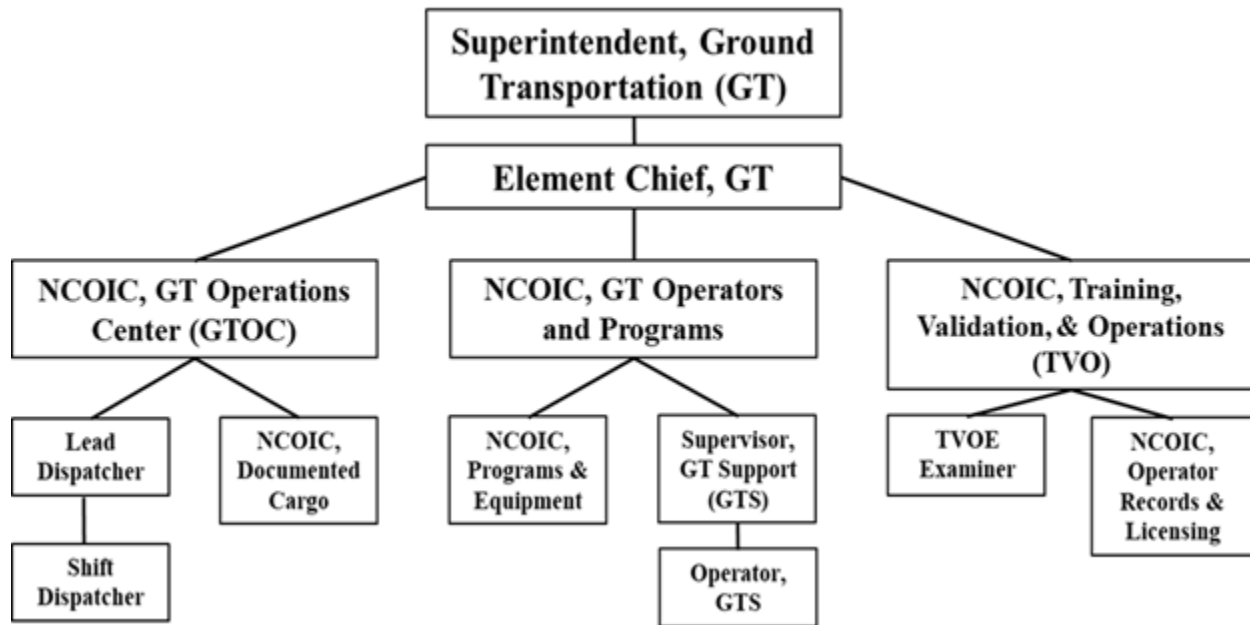
3.1.5.5. NCOIC, Training, Validation, and Operations – Used for NCOs and SNCOs in charge of the Training, Validation, and Operations work center.

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

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

3.1.6. Duty titles for civilian assigned to the GT should be established according to the position description and unit position control roster.

Figure 3.1. Standard Structure.



3.2. Manpower. Operational efficiency and continuous process improvement are fundamental ideals crucial to the continued success of the GT career field. Superintendent, Ground Transportation and Element Chief, Ground Transportation will:

3.2.1. Work with the installation Manpower Office on matters involving manpower authorizations and the UMD.

3.2.2. Audit UMDs at least monthly and coordinate with the local Manpower Office to correct errors, if applicable.

3.2.3. Review the Unit Personnel Management Roster at least monthly and align personnel according to the UMD, applicable Air Force Manpower Standards, *The Enlisted Force Structure*, the Ground Transportation Human Capital Strategy, and **Figure 3.1**. Reviews will be documented for tracking purposes.

3.2.3.1. Rectify discrepancies between the referenced products.

3.2.3.2. Ensure personnel are aligned based on assigned duty position, skill level, and rank.

3.3. Professional Development. The key to GT's success is professional development through continuing education in areas such as vehicle and highway safety, new technologies, GT policy, standardized processes, and training.

3.3.1. Ground Transportation Working Group: Develops strategic GT methods and provides oversight of critical processes supporting the Logistics Enterprise Process and Human Capital Strategy. GT leadership from across the DAF are expected to participate in GT Working Group subcommittees.

3.3.2. Enlisted Development Team: This deliberate force development steering group is chartered to balance career growth opportunities, DAF needs, and individual preferences while focusing on the development of SNCOs within the GT 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 GT Chief Master Sergeants are invited to participate, with mandatory attendance by Career Field Manager-identified voting members.

Section 3B—Finances and Reimbursements

3.4. Budget.

3.4.1. GT Leadership is responsible for developing and supporting budget estimates for facilities, personnel, and vehicles. See DAFI 65-601 V1 and AFI 65-601 V2 for detailed guidance.

3.4.2. GT leadership is responsible for developing and providing an annual Financial Plan, providing to flight leadership to ensure adequate funding is included in the commander's statement of the unit's financial plan. Minimum items for the GT Financial Plan:

3.4.2.1. Training and Professional Development; career field related events; Installation CMVE certifications and recertification; GT Working Group meetings; readiness competition attendance, GT Summit; RHINO program support, specialized wrecker and recovery schools, and other like opportunities.

3.4.2.2. 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 installations and GT's vehicle servicing facilities.

3.4.2.3. Additional Funding Venues: Additional funds can be sought for end-of-year purchases through local fallout procedures or unfunded requests. Contact the squadron, group unit resource advisor for assistance.

3.4.2.4. Other Financial Obligations: Support Agreements and Memorandums of Agreement are used to identify support responsibilities between parties involved, to include financial obligations. GT Leadership must ensure that those priorities and services calling for GT support are detailed in the agreement IAW AFI 25-201. **(T-1)**. DAFI 65-601, V1 also contains guidance for budgeting and reimbursement.

3.4.2.5. Reimbursable Support: Reimbursements are based on the DAF Agile Combat Support concept (Air Force Doctrine Publication 4-0, *Combat Support*), the Agile Combat Support Capability Library, and DAFMAN 65-605 V1. Reimbursements may be sought from support agreements at the LRS commander's discretion based on the estimated annual expenses identified in the agreement funding annex. GT Leadership acts as a technical advisor when host-tenant and international agreements are being developed and reviewed.

3.4.2.6. Determining Responsibility: See guidance in DAFMAN 65-605 V1, if host would normally provide service from assigned vehicles for such transportation, then it is a Host Command responsibility. **Note:** Exceptions may exist at joint bases where the Air Force is either the lead Service (host) or associate Service (tenant). Refer to the Joint Base

Operations Guidance and the installation's Joint Base MOA for delineation of responsibilities.

3.4.2.7. GT Leadership should work with the Installation Financial Management Office to make 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).

3.4.2.8. See guidance provided in DoD 7000.14-R, Volume 11A, *Department of Defense Financial Management Regulation Reimbursable Operations Policy*, Chapter 1, GT support to other DoD components is reimbursable only for the service provided, manpower is not charged. When providing support to non-DoD organizations, charge for manpower based on the actual hours worked or assigned (detailed), using the military composite standard pay rates. See Tables 3.1 through 3.5.

Table 3.1. Identifying Units as Reimbursable.

	A	B	C	D
	Customer Requesting Service	Reimbursable	Non-Reimbursable	Remarks
1	DAF Host Unit		X	Charge for statutory lines of funding such as MDG and WRM. See Installation Financial Office for specifics. See paragraph 3.4.2.7.
2	DAF Tenant Unit		X	See paragraph 3.4.2.7. See Note 2.
3	DAF TDY Unit		X	See paragraph 3.4.2.7.
4	DoD Sister Service	X		Do not charge for manpower. See Notes 1 and 2.
5	DoD Agencies, i.e., Defense Commissary Agency , Army Air Force Exchange Service, Document Automation and Production Service	X		Do not charge for manpower. See Note 1.
6	Federal Agencies, i.e., Department of Energy, and Department of Transportation	X		Charge for manpower IAW DoD 7000.14-R, Vol. 11A. See Notes 1 and 4.

7	Other State, Local Governmental Agencies	X		Charge for manpower IAW DoD 7000.14-R, Vol. 11A. See Notes 1, 4 5, and 6.
8	Foreign Military Support	X		For manpower charges Refer to DoD 7000.14-R, Vol. 15. See Notes 1, 3 and 4.
9	Senior Reserve Officer Training Candidate and Civil Air Patrol. Note: DAF GMV support is not authorized for Junior Reserve Officer Training Candidate units, See paragraph 6.3.1.5	X		For manpower charges Refer to DoD 7000.14-R, Vol. 15. See Notes 1, 3 and 4.
<p>Notes:</p> <ol style="list-style-type: none"> 1. Operation and Maintenance (O&M) reimbursements are not collected when GSA vehicles are used to support mission requirements. 2. Reimbursements are not collected from sister services assigned to Joint Bases. Local Joint Base Memorandums of Agreement or Memorandums of Understanding take precedence. 3. Vehicle Services and manpower might be non-reimbursable undersigned International Support Agreements, Host-Nation Military Cooperation Agreements, or existing North Atlantic Treaty Organization 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 contribute for severance pay or retirement pay. Consult local Comptroller Squadron, Civilian Personnel Office, and unit Resource Advisor for assistance. 5. Does not include organizations authorized support via statutory law, regulation, or policy directives. 6. Non-Governmental, Non-Federal entities and Installation-recognized Private organizations are not authorized reimbursable and non-reimbursable Government Motor Vehicle Support. 				

Table 3.2. Reimbursable and Non-Reimbursable Vehicle Services for Non-DAF 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 and Distinguished Visitor Support	X		See AFI 65-603, <i>Emergency and Extraordinary Expense Authority</i> for Distinguished Visitor 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 and Recovery	X		See Note 1.
Notes:				
1. Operations & Maintenance (O&M) reimbursements are not collected when GSA vehicles are used to support mission requirements.				

Table 3.3. 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 Fleet Management & Analysis 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.	

Table 3.4. 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-5: Home (defense.gov)). Example: An E-4 hourly rate is \$22.56 See Note 1.	\$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. 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.	

3.4.2.9. 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.

3.4.2.10. Recover only costs directly related to category of transportation provided if the GMV supports both operational (mission), group, and mass transportation using **Table 3.5**.

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

3.4.2.12. In isolated areas the fare charged will not exceed \$1 per passenger, per round trip.

Table 3.5. 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-5: https://comptroller.defense.gov/Portals/45/documents/rates/fy2025/2025_k.pdf) 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 Fleet Management & Analysis. 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. See Note 1 .	\$117.50
Step 2 (To Determine Fare Cost)	
a. Determine the 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 ($\$176.88 + 117.50$ div. by 28)	\$10.51
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 ($\$176.88 + 117.50$ div. by 300). See Note 2.	\$0.98
Notes:	
1. An operator cost is not charged if an off-duty volunteer drives the vehicle. 1. Obtain vehicle O&M cost from Fleet Management & Analysis. O&M reimbursements are not collected when GSA vehicles are used to support mission requirements.	
2. Fare cost includes all miles 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.	

Chapter 4

GROUND TRANSPORTATION OPERATIONS CENTER (GTOC)

Section 4A—General Information and Administration

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

- 4.1.1. Serve as a conduit for information and communication flow for exercises and emergencies during and after duty hours. **(T-1)**
- 4.1.2. Coordinate with GT support assigning trained personnel and resources in support of transportation of personnel and cargo. **(T-1)**
- 4.1.3. Serve as a conduit for information and communication flow for exercises and emergencies during regular duty hours, and after duty hours. **(T-1)**
- 4.1.4. Make recommendations to the GTOC NCOIC for official use determinations referencing this publication and DoDM 4500.36.
- 4.1.5. Maintain accountability for all radios, fuel cards, vehicle packets, accident forms, and vehicles. **(T-1)**
- 4.1.6. Coordinate with Fleet Management for vehicle recall procedures. **(T-1)**

Section 4B—Ground Transportation Operations Center Responsibilities

4.2. NCOIC, Ground Transportation Operations Center (GTOC). The GTOC NCOIC will:

- 4.2.1. Be responsible for the day-to-day operations of GTOC and Documented Cargo Operations. **(T-1)**
- 4.2.2. Serve as the lead for making official use determinations for transportation requests and support feasibility determinations. **(T-1)**
- 4.2.3. Ensure the operational and compliance-based areas for the Operations Center and Documented Cargo sections are handled in compliance with this instruction and other governing regulations. **(T-1)**
- 4.2.4. Be the tactical focal point for managing the GTOC Dispatchers and providing the most efficient and economical ground transportation support to the installation. **(T-1)**
- 4.2.5. Supervise GTOC functions, overseeing transportation service request processing and management. **(T-1)**
- 4.2.6. Ensure GTOC compliance with DoD and DAF official use guidance, established methods of transportation support, and priorities of support. **(T-1)**
- 4.2.7. Ensure standardized practices are used for each transportation service request IAW QTP 24-3-100, *On-line Interactive Management System (OLVIMS) Dispatch Module Data Standardization*. The accuracy of workload data entered is critical to assessing productivity, substantiating historical and existing manpower variances, and identifying potential process improvement areas. System reports will be reviewed for accuracy at least monthly. **(T-1)**

4.2.8. Conduct daily OLVIMS data reviews and correct erroneous data or omissions as required. **(T-1)**

4.2.9. Certify GTOC dispatchers on assigned duty tasks using local guidance and as described in QTP 24-3-100.

4.2.10. Assign and manage GTOC dispatchers as required (e.g., shift, documented cargo).

4.2.11. Designate a backup facility as an alternate GTOC facility for surge and deployment operations. **(T-1)** Equip the alternate GTOC with the means to track vehicles, personnel, and equipment status, to include standard base grid maps, local area maps, and communications system(s).

4.2.12. Ensure access to current squadron recall rosters and create local emergency checklists as predicated by the Installation Emergency Management Plan 10-2 (Ref: DAFI 10-2501, *Emergency Management Program*) and any other applicable emergency plans. Include alternate or dispersed vehicle parking plans at GTOC and secondary-GTOC locations.

4.2.13. Assist the element's VCO to actively monitor the Master Vehicle Report and Minimum Essential List to ensure the assigned vehicle fleet is suitable for mission support. **(T-1)** Communicate any changes or concerns to Vehicle Management.

4.2.14. Assist the Installation Protocol Office to ensure safe and expedient support of all protocol requests. **(T-1)**

4.2.15. Add VCO into OLVIMS or web-based functional application, as users and provide training as necessary for submitting transportation requests. **(T-1)** **Note:** Permanently assigned VCOs will utilize web-based functional application as the primary means of submitting routine vehicle requests unless the user is identified as infrequent user. Requests processed outside of the system should only be made by members not assigned to the permanent duty station or under abnormal circumstances.

4.3. Lead Dispatcher. The lead Dispatcher will:

4.3.1. Be the liaison between the GTOC NCOIC and shift dispatchers. **(T-1)**

4.3.2. Be responsible for reviewing and scheduling missions in OLVIMS, or an approved web-based functional application. **(T-1)**

4.3.3. Coordinate with the GTOC NCOIC to support requests that warrant further review. **(T-1)**

4.3.4. Assist the GTOC NCOIC in making support determinations. **(T-1)**

4.3.5. Lead their respective shift and dispatchers. **(T-1)**

4.4. Shift Dispatcher. The Shift Dispatcher will:

4.4.1. Be the lead of their respective shift (i.e., swing shift, mid shift). **(T-1)**

4.4.2. Report any unusual activity, complex requests for support, or other concerns to the Lead Dispatcher. **(T-1)**

4.5. GTOC Dispatchers. GTOC dispatchers will:

4.5.1. develop a comprehensive understanding of the assigned vehicle fleet and remain knowledgeable on data tracking processes. **(T-1)**

- 4.5.2. Process and manage transportation service requests. **(T-1)**
- 4.5.3. Validate services and support compliance with DoDM 4500.36, this publication, and any other authoritative governing document. **(T-0)**
- 4.5.4. Use standardized practices for processing transportation service requests (DAF Form 868, *Request for Ground Transportation Support*) as mentioned in QTP 24-3-100 to collect, monitor, store, and process GT requests.
- 4.5.5. Apply DoD and DAF methods of transportation support and priorities of support. **(T-0)**
- 4.5.6. Coordinate with host country or state Defense Movement Coordinators to obtain required road permits. **(T-1)**
- 4.5.7. Control, manage and issue toll passes. **(T-1)**
- 4.5.8. Maintain current vehicle and key personnel alert and standby rosters. **(T-1)**
- 4.5.9. Manage Fleet Services Cards. **(T-1)**
- 4.5.10. Issue assets, required documentation, and communications equipment. **(T-1)**
- 4.5.11. Validate operator qualification and training credentials prior to issuing vehicles. **(T-1)**
- 4.5.12. Monitor local weather and travel-way conditions to best advise operators. **(T-1)**
- 4.5.13. Provide mission and safety brief to operators providing GT support. **(T-1)**
- 4.5.14. Track assigned vehicle fleet status and up channel critical vehicle shortfalls. **(T-1)**
- 4.5.15. Maintain accountability of equipment items assigned to GTOC (e.g., radios, GPS, cell phones, fleet service cards). **(T-1)**
- 4.5.16. Use Air Force Geospatial Information Management System (AFGIMS) Grid Map systems and military grid reference systems to determine vehicle, personnel, and installation situational awareness and plotting requirements. **(T-1)**
- 4.5.17. Review, issue, and account for key items; AF Form 1800, *Operators Inspection Guide and Trouble Report*, DD Form 518, SF 91, SF 94, and Vehicle Identification Link unless equipped with automated systems, ignition and door keys, and handheld two-way radio or cellular telephone. **(T-1)**

4.6. NCOIC, Documented Cargo. The Documented Cargo, NCOIC will:

- 4.6.1. Be the primary liaison between the Materiel Management flight, Traffic Management, and GT. **(T-1)**
- 4.6.2. Coordinate with customers (units) and recommend scheduled sweep routes and frequencies, and priority cargo delivery time goals for LRS commander (or equivalent) approval. **(T-1)**
- 4.6.3. Coordinate with Materiel Management flight's customer service section to resolve any document control, delinquent document issues. **(T-1)**
- 4.6.4. Work with Materiel Management flight and the inbound cargo section to establish a presorting method to accommodate established sweep and route schedules. **(T-1)**
- 4.6.5. Notify Materiel Management flight and customers of delays in deliveries. **(T-1)**

4.6.6. Ensure DCO personnel are trained on established procedures to properly dispatch and document cargo movements, to include processes for handling nuclear war related material, classified, sensitive, and pilferable materials. **(T-1)**

4.6.7. Maintain current copies of delivery destinations, unit point of contacts, the most recent Equipment Custodian Listing, and the most recent Classified Receipt Listing received from Materiel Management Flight. **(T-1)**

4.7. Documented Cargo Operations (DCO). The DCO will:

4.7.1. Be aligned under the GTOC. **(T-1)**

4.7.2. Be responsible for deliveries typically within the boundaries of an installation and supported Geographically Separated Units. For specific DCO processes and procedures, units will adhere to QTP 24-3-400, *Documented Cargo Operations*.

4.7.2.1. DCO include, but is not limited to, distribution of priority shipments (priority 01 and priority 02 assets, mission impaired capability awaiting parts), equipment items, handling instructions for classified, health hazard, pilferable, electrostatic discharge material, and returns such as expendable non-repairable consumable items and transporting non-maintenance community due-in from maintenance items to and from their respective consolidation points. **(T-1)**

4.7.3. Use a Time Definite Delivery concept. **(T-1)** This is the standard for the delivery of supplies, equipment, and cargo. It uses scheduled sweeps over designated routes/areas of the installation. Frequency of scheduled sweeps and number of delivery routes and areas is a local determination driven by mission, volume of cargo, and customer needs.

4.7.4. Move cargo from Materiel Management storage and issue locations to Aircraft Part Stores, Flight Service Centers (FSC), and Cargo Movement Elements **Note:** The movement of cargo internally or to collocated shipping and receiving areas is a Materiel Management responsibility. The Materiel Management Flight and the Inbound Cargo Section are responsible for notifying GT when priority cargo is ready for pickup and delivery (placed in holding area). **(T-1) Exception:** Scheduled sweeps should be used if delivery meets customer requirements. Priority cargo, MICAPs, and classified cargo resulting from due-out releases will be delivered during scheduled sweeps. **(T-1)** When priority shipments are not moved during a scheduled sweep, the DCO will have 30 minutes to deliver priority shipments from time of notification. Individual delivery may be coordinated based on time-sensitive mission critical requirements.

4.7.5. Use automated information technology as the primary platform to conduct DCO.

4.7.5.1. Logistics Readiness units are responsible for funding and equipping DCO sections to automate the delivery process to the maximum extent possible, including the procurement of Automated Information Technologies (i.e., warranty, maintenance, and replacement).

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

4.7.5.3. Support Non-Military Standard Requisitioning and Issue Procedures (MILSTRIP) cargo when units do not have the capability to move the cargo. **Note:** This doesn't include unit-level government purchase card purchases.

Section 4C—Ground Transportation Operations Center Activities

4.8. Centralized and Efficient Mission Support. To enable efficient operations and mission success as well as to minimize impact to other functional communities, GT Support operators should be used to the fullest extent possible, to include rescheduling if mission or request allows, prior to authorizing use of UDI specialized vehicles (e.g., large passenger moving vehicles, tractor-trailers, Material Handling Equipment) to other units/personnel. This ensures maximum use of trained operators and assigned vehicle fleet and increases operator proficiency.

4.9. Priority of Transportation Services. When vehicle transportation is essential to the performance of official business, the following methods will be considered by GTOC:

4.9.1. Scheduled DoD/DAF service. (e.g., existing shuttle service, scheduled delivery sweeps). **(T-1)**

4.9.2. DoD and DAF specially scheduled leased or owned service. **(T-1)**

4.9.3. Van pools. **(T-1)**

4.9.4. GMV centrally dispatched operation (e.g., military taxi, shuttle service, tractor-trailer, material handling equipment support) requested from GT). **(T-1)**

4.9.5. GMV individually dispatched to licensed service member or civilian employee. (i.e., other than GT personnel using a specialized vehicle, UDI). **(T-1)** Note: When individually dispatched vehicles are made available, group support should not be supported due to duplication of expense.

4.9.6. Reimbursable commercial taxi or rideshare. **(T-1)**

4.9.7. Reimbursable POV. **(T-1)**

4.10. Support for Operational and Military Community Activities.

4.10.1. Support of DoD-authorized unit level 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.

4.10.2. Use of government motor vehicles for program support of installation-level Category A and Category B Morale, Welfare, and Recreation activities is authorized.

4.10.3. Category C (Remote and Isolated) activities are authorized to use government motor vehicles for program support, when not related to revenue generating activities.

4.10.4. All morale, welfare, and recreation activities and other Non-Appropriated Fund Instrumentality's are authorized to use these vehicles for executive control and command supervision of the activity on a non-reimbursable basis. Otherwise, vehicles may be provided to Category C Morale, Welfare, and Recreation activities, and other Non-Appropriated Fund Instrumentality are treated as a Category C activity, on a reimbursable basis as a DoD Agency.

4.10.5. The categories of Morale, Welfare, and Recreation activities and funding support authorized are contained in DoDI 1015.10, DoDM 4500.36 and AFI 65-106, "Table 2.1", Appropriated Fund Support of Morale, Welfare and Recreation and Non-Appropriated Fund Instrumentalities.

4.11. AF Band, AF Honor Guard, Ceremony, and Program Support.

4.11.1. Vehicle allowance standards may authorize intercity buses to installations supporting AF Band and AF Honor Guard. Buses will be authorized and assigned to GT with the band and honor guard as the primary users. **(T-1)**.

4.11.1.1. When DAF owned intercity buses are not available to meet band and honor guard requirements, the base Logistics Readiness Squadron must arrange adequate alternative transportation, to include commercial charter buses. **(T-1)**.

4.11.1.2. The AF band and AF Honor Guard will fund commercial charter buses. **(T-1)**.

4.11.1.3. The band and honor guard pays all TDY expenses for personnel providing operator support. **(T-1)**.

4.11.1.4. Buses may be used for other official transportation needs when no band or honor guard requirements exist. However, buses procured for band or honor guard transportation will give priority to band/honor guard transportation requests over non-band or honor guard requests. **(T-1)**.

4.11.2. Formal Air Force Ceremonies. The use of GMVs for DAF employees (military and civilian) and non-DAF affiliated civilian invitee, participation and attendance at official AF ceremonies (e.g., 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.

4.11.2.1. 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 or security circumstances require shuttle transportation from a centralized parking location. **(T-1)**.

4.11.2.2. 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 or funding.

4.11.2.3. Except as expressly provided in [paragraph 4.11.2](#) using general shuttle support, neither [paragraph 4.11.2.1](#) nor [4.11.2.2](#) 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.

4.11.2.4. Determinations for any question of authorized support request 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)**.

4.11.3. Mass Transit Benefit Program. Department of the 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. DAFPD 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.

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

4.11.4.1. 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.

4.12. Official Use Determinations.

4.12.1. GMV use is for official purposes only and 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:

4.12.1.1. Is the proposed vehicle use essential to the successful completion of a DoD function, activity, program, or operation?

4.12.1.2. Is the vehicle use consistent with the purpose for which the GMV was acquired?

4.12.1.3. Is GMV transportation the most cost-effective method of satisfying the requirement?

4.12.2. For support of operational and morale community activities, DoDM 4500.36, Enclosure 5, 3(d), establishes specific guidelines for support. Staff members of Categories A, B, and C (as described in **Table 3**) who support GMV activity categories and military community activities engaged in direct administrative support (i.e., event or function organizers) may be provided transportation services. The sole act of attendance at these activities does not equate to direct administrative support.

4.12.3. **Terminal Transportation.** GMVs owned or otherwise controlled by the DoD may be used for commercial or military terminals even when permissibly taking a GMV to and from an on- or off-base lodging facility when at least one of the following conditions is met:

4.12.3.1. Used by individuals authorized transportation between domiciles and places of employment. 31 U.S.C. § 1344 lists the positions authorized for transportation between domicile and place of employment. **Note:** Domicile is defined as a place of residence, regardless of where it is located, including government quarters, excluding TDY residences. Therefore, TDY personnel are not receiving domicile to duty privileges.

4.12.3.2. Necessary due to an emergency or to meet security requirements. **Note:** Individuals may transport their assigned weapons in their privately-owned vehicle for their official duties to and from ports of commercial and military transportation IAW DAFI 31-117, *Arming and Use of Force*. GMV transportation can be authorized for compelling operational necessity (e.g., members departing or and visiting require briefings enroute to have protected conversations not appropriate for public transportation). Weapons transport could be considered a compelling operational necessity in certain circumstances where

large numbers of weapons and travelers cannot maintain line of sight control over weapons containers **Note:** Should be assessed on a case-by-case basis.

4.12.3.3. The terminals are in areas where other methods of transportation cannot meet mission requirements in a responsive manner. **Note:** GOPAX is a web-based system supporting the request and procurement of full-charter transportation of military personnel traveling in groups. GOPAX requesters should contact their Transportation Management Office or Installation Transportation Office (ITO). <https://gopax.transport.mil/>.

4.12.3.4. Situations where other methods of transportation cannot meet mission requirements in a responsive manner include:

4.12.3.4.1. The installation force protection posture does not allow taxis and rideshares onto the installation.

4.12.3.4.2. Local Taxis and Rideshares are unavailable, unresponsive within 45 minutes of request.

4.12.3.5. National Capitol Region or Pentagon.

4.12.3.5.1. DoD Administrative Instruction (AI) 109, *Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area*, public and commercial transportation to commercial transportation terminals is considered adequate for all but emergency situations, security requirements, and other unusual circumstances.

4.12.3.5.2. See guidance in DoD AI 109, *Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area*.

4.12.3.5.3. Terminal transportation is not authorized in the National Capital Region and Pentagon Area unless it supports emergency situations, security requirements, or unusual circumstances.

4.12.3.5.4. The approval authority for services provided under this exemption is Air Force District of Washington/A4.

4.12.3.5.5. All requests must contain a detailed explanation of why exemption is required under one of the above noted clauses. **(T-1)**

4.12.4. Community Relations and Engagement support will be limited to community relations and engagement activities IAW DoDI 5410.19 Volume 1 and 2, DoDM 4500.36 and AFI 35-101, *Public Affairs Operations*. **(T-0)** The Chief, Wing Public Affairs is the installation point of contact for community relations and engagement activities. **(T-1)** Also see [paragraph 4.10](#).

4.13. Bus Transportation Services. Title 10 United States Code § 2632, *Transportation to and from Certain Places of Employment and on Military Installations*, and DoDM 4500.36, the DAF provides bus service for official purposes and as U.S. law allows. **(T-0)**

4.13.1. The 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.

4.13.2. The DAF operates enough buses to effectively support the mission. The ability to transport groups of people on official business reduces the requirement for small passenger vehicles.

4.13.3. 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.

4.13.4. 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.

4.13.4.1. 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, Enclosure 5, paragraph 5b. **(T-1)**

4.13.4.2. 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)**

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

4.13.5.1. 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.

4.13.5.2. The LRS commander is the designated approval authority for shuttle bus service requests following the process and requirements outlined in DoDM 4500.36.

4.13.5.3. General shuttle support from centralized parking may be authorized as a mitigation step to vulnerability assessments IAW DoDI O-2000.16, V1, *DoD Antiterrorism Program Implementation: DoD Antiterrorism Standards*.

4.13.6. Group Transportation Services: Will normally be limited to situations where there is a need to provide domicile-to-duty transportation to personnel for different destinations than government installations and sub-installations. These situations are considered necessary for the effective conduct of the affairs of the DoD. See DoDM 4500.36, Enclosure 5, paragraph 5d for more detailed guidance.

4.13.6.1. The AFIMSC, ANG or AFR commander is the approval authority for group transportation service requests IAW the process outlined in DoDM 4500.36. **(T-1)**

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

4.13.7. 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.

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

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

4.13.8. 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.

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

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

4.14. Installation Vehicle Misuse Reporting Program. GT oversees the Installation Official Use reporting program and partners with Vehicle Management to educate operators of GMVs on DoD and DAF Official Use requirements.

4.14.1. All complaints will be recorded using the DAF Form 870. This information is used to coordinate vehicle drivers and usage details to conduct a technical assessment of the alleged offence. Suspected misuse allegations will be tracked in OLVIMS or web-based application systems.

4.14.1.1. Technical assessments will clearly state the alleged offense and whether the vehicle use was authorized following official use guidance. After completing the assessment, GT forwards the DAF Form 870 to the LRS commander within 5 duty days of receiving the complaint. The LRS commander may only select the “No Investigation Needed” block when the LRS commander can unequivocally prove that the vehicle was used officially (i.e., TDY members using a UDI to go to an eating establishment on base, Geotab’s prove that the vehicle in question was not used or not in the location in the complaint, etc.). If this block is selected, the LRS commander must endorse the form and must place comments in “Block 19” of the DAF Form 870, then send the DAF Form 870 back to GT for misuse closure.

4.14.1.2. The LRS Commander completes the form and forwards the DAF Form 870 to the appropriate Unit Commander within 5 duty days of receipt for those misuse cases requiring investigation.

4.14.1.3. The owning unit commander has 15 calendar days to respond to the investigation and identify actions taken on the DAF Form 870. Once completed, the owning unit commander will send the DAF Form 870 back to the LRS commander for receipt. The LRS commander will send the completed DAF Form 870 back to GT for official documentation and trends purposes.

4.14.1.4. GT provides a copy of the annual misuse data to LRS commander to address trends.

4.14.1.5. GSA reported abuse or misuse allegations are sent to AF/A4LR who serves as the primary point of contact for GSA reported misuses or reckless operations allegations.

4.14.1.6. For complainants without a servicing GT section, they should work with assigned VCOs, local fleet managers, and SMEs to complete the DAF Form 870 for submission to LRS commander (or equivalent).

4.14.1.7. GT will maintain a log of all misuse cases, as well as copies of all documents. This log and all supporting documents will be maintained for 6 years.

4.15. General and Administrative Procedures for Transporting Dependent School Children. Refer to DoDM 4500.36-Enclosure 5, for guidance regarding the Transportation of Dependent School Children.

4.15.1. Units should coordinate with their respective intermediate headquarters (AFIMSC, AFRC, or NGB) on all requests and subsequent changes regarding the transportation of dependent school children.

4.15.2. The School Liaison Officer (or equivalent) and Transportation Officer must be included in all determinations regarding Dependent School Transportation.

4.16. Wrecker and Recovery Support. Retrieval of disabled GMVs and Privately Owned Vehicles (POV) to clear runways and airfield access roads will be conducted as outlined in the installation's Airfield Driving Instruction, QTP 24-3-C104, *Wrecker*, this DAFI and the Manufactures Operators Manual. This also includes vehicle retrieval for general transport to military, commercial maintenance facilities, nearby parking area under emergency services or non-airfield wrecker operations.

4.16.1. Retrieval of a GSA vehicle is prohibited unless services are identified as reimbursable through the local GSA contract.

4.16.2. GTOC may be requested to move disabled POVs, GSA, Non-appropriated Fund assets or Army and Air Force Exchange Service vehicles causing traffic safety concerns, obstructing fire-fighting operations, or disrupting flight or sortie generation operations on base. For non-emergency movements of disabled POVs, GSA, Non-appropriated fund assets or Army and Air Force Exchange Service vehicles, the servicing legal office should be consulted prior to any operations.

4.17. U-Drive-It (UDI) Support. The UDI fleet consists of assets assigned to GT for the express purpose of temporary support to units supporting the installation's mission. **Note:** Failure to comply with **paragraph 4.17.1** constitutes a violation of Article 92(1), UCMJ, failure to obey lawful order or regulation. Article 92(1) of the UCMJ does not apply to members of the ANG while in Title 32 status, but ANG members may be subject to an equivalent article under a state military justice code.

4.17.1. All assets assigned to GT can be temporarily issued to units as UDI, however, support should be limited to general purpose vehicles not requiring an QTP. GT should be used for all operations of vehicles with an assigned QTP. When assets requiring an QTP are issued as a UDI, an explanation will be documented in OLVIMS or the approved web-based functional application.

4.17.2. UDI vehicle support.

4.17.2.1. Will not extend beyond 60 days, without LRS commander, or equivalent, approval. **(T-1)**

4.17.2.2. The LRS commander, or equivalent, has the authority to approve in writing a UDI up to 120 days.

4.17.2.3. Units requiring vehicles for more than 120 days will coordinate with vehicle management for long-term lease or rental. **(T-1) Note:** Refer to DAFI 24-302, *Vehicle Management*, paragraph 4.3..

4.17.2.4. If long-term lease or rental is approved, an extension of UDI vehicle support will not be used to bridge the gap between LRS/LGRV approval and recalled vehicle acquisition. If necessary, consider vehicle recall actions to bridge the temporary vehicle gap.

4.17.3. Use DAF Form 869, *U-Drive-It Joint Inspection* form to document customer's information and vehicle inspection findings. IAW DoDM 4500.36, the individual receiving a UDI is responsible for conducting pre-inspection, during, and post-operation inspections on vehicles and notifying the GTOC of any findings. **(T-0)**

4.18. Initiating and Scheduling Permits. 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.

4.18.1. For units assigned to European Command, ensure adherence to the Army in Europe Regulation 55-1 and route all concerns through the local Transportation Officer.

4.18.2. Under the Mobilization Movement Control System concept, a Defense Movement Coordinator (listed in the Surface Deployment and Distribution Command's *Directory of Highway Permit and Movement Control Officials*), and a designated civilian permit official (listed in Section II) have been established in each State to routinely coordinate defense highway movements. **(T-0)** Further guidance can be found on the Transportation Engineering Agency website and this document is available in the Office of the Special Assistant for Transportation Engineering under Highway for National Defense.

4.18.3. The Defense Movement Coordinator will assist with military movements in their State including those that originate elsewhere and traverse that State in both peacetime and wartime. **(T-0)**

4.18.4. The Defense Movement Coordinator ensures policies and procedures are followed when conducting motor march operations on United States Public Highways as outlined in Defense Travel Regulation 4500.9-R-Part III, *Mobility*, Appendix F (*Military Movements on Public Roads*). **(T-0)**

4.18.5. Refer to Defense Travel Regulation 4500.9-R-Part II, Chapter 204, *Hazardous Material* and any other authoritative governing document for required training and documentation when transporting hazardous material and arms, ammunition, and explosives using military and non-commercial means. Required documents include DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)* and DD Form 2890, *DoD Multimodal Dangerous Goods Declaration*. **(T-0)** The Installation Transportation Officer can provide subject matter expertise and assistance in completing the forms prior to transportation.

Section 4D—Non-DoD Agency, Other Transportation Support (non-inclusive)

4.19. Non-DoD Counterparts and Foreign Attachés Support.

4.19.1. GMV support (to include U-Drive-It vehicles with proper licensing) for DoD sponsored, non-DoD counterparts and foreign attachés dignitaries (including Air and Space Attachés) is authorized.

4.19.2. Support to foreign attachés dignitaries (to include dependents and entourage) may be authorized, provided cost of travel expenses has been approved as outlined in AFI 65-603, *Emergency and Extraordinary Expense Authority*.

4.19.3. The approval request will address off-base tours, social events, cultural events, public site visits, luncheons, and dinners authorized prior to providing such support. **(T-1)**

4.20. 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 DAF. **(T-0)**

4.20.1. 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.

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

Chapter 5

GROUND TRANSPORTATION OPERATORS AND PROGRAMS (O&P)

Section 5A—General Information and Administration

5.1. Ground Transportation Operators and Programs (O&P). The O&P:

- 5.1.1. Constitutes the bulk of the workforce for GT.
- 5.1.2. Provides operators to meet requirements managed by the GTOC.
- 5.1.3. Assigned operators may be detailed out to assist in maintaining all GT equipment, conduct shift work, vehicle training, etc.
- 5.1.4. Responsible for the day-to-day operations of the Programs and Equipment section and GT operator pool.
- 5.1.5. Responsible for operational and compliance-based areas as prescribed in this instruction and other governing regulations.

Section 5B—Ground Transportation Support Responsibilities

5.2. NCOIC, Ground Transportation O&P. The O&P NCOIC will:

- 5.2.1. Provides continuity for the operators and manages all aspects of scheduling to ensure a continuous supply of qualified operators to support GTOC requirements.
- 5.2.2. Provides tactical oversight of assigned vehicles and supplies which are crucial in ensuring GT operators are properly equipped to execute the transportation mission.
- 5.2.3. Lead, manage, and assign qualified operators to support transportation requests managed by the GTOC.
- 5.2.4. Coordinate with trainers, certifiers, and supervisors to meet unit training requirements.
- 5.2.5. Maintain, at a minimum, a daily and weekly schedule for assigned operators.
- 5.2.6. Conduct daily roll call, personnel accountability, and assignment of duties.
- 5.2.7. Oversee GT Programs and Equipment (P&E) and assigns Airmen to perform operator care and facility duties.
- 5.2.8. Allocates manpower to perform shift work obligations, as required.

5.3. NCOIC, Programs and Equipment (P&E). The P&E NCOIC will:

- 5.3.1. Manage all the Hazardous Materials programs, the installation GMV care center, the Element Safety program, and operator equipment. **(T-1)**
- 5.3.2. Serve as the primary VCO for GT. **(T-1)**
 - 5.3.2.1. Comply with DAFI 24-302 and the roles and responsibilities of a VCO.
 - 5.3.2.2. Ensure personnel inspect, clean, and service assigned vehicles. Vehicle inspections will be conducted IAW DAFI 24-302 and TO 36-1-191, *Technical &*

Managerial Reference for Vehicle Maintenance, and applicable vehicle management guidance.

5.3.2.3. Ensure unit personnel are briefed annually on DAF policy regarding official use, accident reporting procedures, vehicle abuse, vehicle misuse, discrepancy reporting, proper backing, use of spotters and use of DD Form 518, SF 91, and SF 94. **Note:** Briefings will be documented and tracked in a central location (vehicle control official binder, electronic database, individuals training record, etc.). **(T-1)**

5.3.2.4. Serve as the certifying official on the DAF Form 171, *Request for Driver Training and Addition to U.S. Government Driver's License*. **(T-1)**

5.3.2.5. Support the installation Accident and Abuse Program to include reimbursements. **(T-1)** Refer to DAFI 24-302.

5.3.2.6. Maintain jacks, spare tires, emergency supplies, and supplies for maintaining the assigned fleet.

5.3.2.7. Issue and control equipment required to complete mission requirements, i.e., trip kits, to include inventories, and monthly expenditures on equipment and supplies. **(T-1)**

5.3.2.8. Verify Vehicle Identification Link keys or automated fuel system transactions for assigned vehicle fleet are coded to the right organization through the Fuels Management Flight. **(T-1)**

5.3.3. Manage GT GMV care center(s) and wash rack, as applicable. **(T-1)**

5.3.3.1. A key component to corrosion control, the GMV center will include vehicle washing facilities and areas, vacuums, and other general vehicle care equipment for vehicles. **(T-1)**

5.3.3.2. Explore and pursue reimbursement opportunities with the GSA for use of the vehicle care center from those units with GSA leased vehicles. **(T-1)**

5.3.4. Manage the GT parking area, operator care facilities, and other equipment functions. **(T-1)**

5.3.5. Manage Hazardous Materials programs and inspections. Refer to AFMAN 32-7002, *Environmental Compliance and Pollution Prevention*.

5.3.6. Manage Element Safety program. Refer to DAFI 91-202, *The US Air Force Mishap Prevention Program*, and DAFMAN 91-203.

5.3.6.1. Ensure personal protective equipment is provided, used, inspected, and maintained.

5.3.6.2. Ensure personnel are trained on occupational hazards and protective measures.

5.3.6.3. Submit budget requests for weather gear and personal protective equipment.

5.4. Supervisor, Ground Transportation Support. The Ground Transportation Supervisor will:

5.4.1. Aid the O&P NCOIC in their responsibilities. **(T-1)**

5.4.2. Coordinate with GTOC on upcoming missions schedule development. **(T-1)**

5.4.3. Deconflict personnel scheduling, to the maximum extent possible, to optimize available operators for mission support. **(T-1)**

5.4.4. Ensure timely and professional vehicle support. **(T-1)**

5.4.5. In the event of the absence of the O&P NCOIC, the GT Support Supervisor will:

5.4.5.1. Lead, manage, and assign qualified operators to support transportation requests managed by the GTOC. **(T-1)**

5.4.5.2. Coordinate with trainers, certifiers, and supervisors to meet unit training requirements. **(T-1)**

5.4.5.3. Maintain, at a minimum, a daily and weekly schedule for assigned operators. **(T-1)**

5.4.5.4. Conduct daily roll call, personnel accountability, and assignment of duties. **(T-1)**

5.5. Ground Transportation Support Operator. The Ground Transportation Support Operator will:

5.5.1. Fulfill mission requirements as assigned by the Ground Transportation Supervisor Support or GTOC. **(T-1)**

5.5.2. Abides by GMV laws and policy. **(T-1)**

5.5.3. Operate only those vehicles they have been trained and licensed to operate. **(T-1)**

5.5.4. Wear Personal Protective Equipment, as required. **(T-1)**

5.5.5. Be responsible for conducting pre-inspection, during, and post-operation inspections on vehicles and taking corrective actions or notifying the GTOC when appropriate. **(T-1)**

5.5.6. Be responsible for monitoring their training requirements and seeking additional training opportunities as they are available. **(T-1)**

5.5.7. May be detailed to assist other offices or programs.

5.6. Risk Management and Crew Rest.

5.6.1. Risk assessments will consider risk factors such as time on duty, the operator's physical condition, driving conditions, and length of travel. **(T-0)**

5.6.2. DoDI 6055.04, Appendix 3C, contains official guidance for assessing risk management and crew rest to ensure safe operation of GMVs. **(T-0)**

5.6.3. The following guidelines will be used to assess risk and crew rest.

5.6.3.1. GT will not exceed the pre-travel and operator duty limits prescribed by the 49 Code of Federal Regulations (CFR) 395.3 and 49 CFR 395.5.

5.6.3.2. Two-Person Concept. While performing missions which have a greater amount of inherent risk than a "standard" transportation request (i.e., wrecker recovery or tractor-trailer operations), an additional person is recommended to promote safety and reduce the chance of an accident.

5.6.3.2.1. As a safety precaution, the GTOC should coordinate with the P&E NCOIC for application of Risk Management guidelines as outlined in AFI 90-802, *Risk Management*.

5.6.3.2.2. Risk Management mitigation steps should include assignment of at least two personnel for wrecker and recovery missions, off-base tractor-trailer missions, and off-base Hazardous Material movement missions, driving at night and missions exceeding the POD or requiring greater than 8 hours of support.

5.6.3.2.3. Driving at Night. To the maximum extent possible, schedule driving for daylight periods. Consider providing a second awake and alert person in the vehicle cab or reducing the scheduled driving time when traveling during hours of darkness is required.

5.6.3.2.4. If two certified 2T1XX personnel, or one certified 2T1XX and one 2T1XX trainee are not available, consider assigning a qualified and licensed augmentee or rescheduling the mission, pending availability of personnel.

Chapter 6

TRAINING, VALIDATION, AND OPERATIONS (TVO)

Section 6A—General Information and Administration

6.1. NCOIC, Training, Validation, & Operations (TVO). The TVO NCOIC will:

- 6.1.1. Be responsible for the day-to-day operations of the Training, Validation, and Operations, and OR&L sections.
- 6.1.2. Be responsible for operational and compliance-based areas within these areas as prescribed in this instruction and other governing regulations.
- 6.1.3. Be the focal point for managing GT section training and other areas identified under the TVO umbrella.
- 6.1.4. Manage individual training plans for skill-level upgrade training, vehicle training, OR&L, GT specific training, RHINO, and Reporting programs.
- 6.1.5. Collaborate with the Unit Training Manager to ensure section training is completed. Refer to DAFI 36-2670, *Total Force Development*. Monitors GT vehicle training status and provides reports on qualifications by individual and vehicle type monthly to GT leadership.
- 6.1.6. Seek joint training opportunities with other installation units to minimize resource requirements and garner diverse training perspectives. **(T-1)**
- 6.1.7. Provide GT inputs to the installation's Traffic Safety Coordination Group or equivalent when such a group exists. **(T-1)**
- 6.1.8. Advise VCOs installation vehicles trainers, and GT on best practices, mitigation steps and training updates to improve safe vehicle operation and training practices. **(T-1)**
- 6.1.9. Seeks enhanced training, opportunities, and credentialing in support of CFETP 2T1X1, GT, requirements.

Section 6B—Training, Validation, and Operations Programs

6.2. Training.

- 6.2.1. Administers GT training referencing DAFI 36-2670.
- 6.2.2. Administers airfield driver training for GT personnel IAW DAFI 13-213, *Airfield Driving*. **(T-1)**
- 6.2.3. Conduct Explosives and Hazardous Cargo training, as required, IAW QTP 24-3-HAZMAT, *Explosive/Hazardous Materials Transport*. **(T-1)**
- 6.2.4. Conducts and documents RHINO training IAW QTP 24-3-600, *Ground Transportation Home Station Training*. **(T-1)**
- 6.2.5. Conducts occupational hazards training for GT personnel referencing DAFI 91-202.
- 6.2.6. Monitors GT vehicle training status and qualifications by individual and vehicle type monthly. **(T-1)**

6.2.7. Documents GT vehicle training by trainer and vehicle(s) trained on referencing DoDI 6055.04. **(T-0)**

Section 6C—Operator Records and Licensing

6.3. Operator Records and Licensing (OR&L).

6.3.1. Policy.

6.3.1.1. DAF GMVs will only be operated by military personnel, civilian employees, approved civilian contractors, Non-appropriated Fund employees and volunteers IAW 10 U.S.C. § 1588, *Authority to Accept Certain Voluntary Services*, who meet all criteria of this instruction. **(T-0)**.

6.3.1.2. Ground transportation leadership will be responsible for licensing and maintaining operator records for personnel authorized to operate GMVs requiring an DAF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card* to operate IAW QTP 24-3-300. **(T-1)**

6.3.1.3. United States Air Force Academy cadets are authorized to operate DAF vehicles.

6.3.1.4. Reserve Officer Training Candidate cadets under an enlistment contract and issued a military identification card are considered active-duty military and are authorized to operate DAF GMVs.

6.3.1.5. Military or government civilians assigned to, or detailed to provide support to, Civil Air Patrol may operate DAF GMVs.

6.3.1.6. Junior Reserve Officer Training Candidate instructors are employees of their local school districts and are not authorized to operate DAF GMVs. **(T-1)**

6.3.1.7. Foreign military personnel may operate DAF vehicles when on official orders performing temporary duty or deployed to an DAF installation.

6.3.1.7.1. The individual must present an international license or applicable military license issued by their military service. **(T-0)**.

6.3.1.7.2. Before operating any DAF vehicle, the vehicle operator must demonstrate proficiency and be briefed by the sponsoring unit on official use policies, accident reporting, vehicle abuse and operator care responsibilities. **(T-1)**

6.3.1.7.3. Permanently assigned foreign military personnel may operate DAF vehicles provided support is approved by the installation commander (e.g., memorandum of understanding, memorandum of agreement, and Status of Forces Agreement) and personnel meet licensing requirements in this chapter. **(T-1)**

6.3.1.8. Members must receive local conditions course IAW DAFI 91-207, if in temporary duty status more than 30 days. **(T-1)**

6.3.2. OR&L will process the DAF Form 170 and 170B IAW QTP 24-3-300 and return the completed forms to the unit. **(T-1)**

6.3.3. Contractor Employees. Contracted employees will not be issued an DAF Form 2293, DoD equivalent, or DAF Form 171, *Request for Driver's Training and Addition to U.S. Driver's License*. **(T-0)** See [paragraph 6.7](#) of this instruction and DoDM 4500.36.

6.3.4. Air National Guard and Air Force Reserve units may maintain separate site codes for web-based functional application to de-conflict GT manpower and license data collection with approval from appropriate higher headquarters (unless otherwise specified in a Host Tenant Support Agreement, Memorandum of Understanding or Memorandum of Agreement). If there is a requirement to add a base or site code, contact AFIMSC/A340 at: afimsc.a340g.groundtrans@us.af.mil. **Note:** If two or more GT functions are assigned to one installation and have different Unit Manpower Documents, each function must establish unique site codes. **(T-2)**

6.3.5. OR&L will establish local procedures for electronic processing to increase efficiency of processing and utilization of work force unless limitations in technology do not permit. OR&L will use standardized practices for processing OR&L activities IAW QTP 24-3-300, to include out-processing and completing audits. **(T-1)**

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

6.3.6.1. Out-processing.

6.3.6.1.1. Personnel with an DAF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*, scheduled for a Permanent Change of Station move, retirement, or separation must out-process from their servicing OR&L office to retrieve their Master Driver Record.

6.3.6.1.2. OR&L should out-process member from OLVIMS-Dispatch Module and through the vMPF <https://af.okta.mil>, Virtual Out-processing Checklist, or in coordination with the local Civilian Personnel Office.

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

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

6.3.6.2.1. 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 or installation.

6.3.6.2.2. When military personnel separate from the service, they may retain their DAF 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)**

6.3.6.3. Do not maintain a local driver record of personnel in TDY or deployed status operating GMVs in OLVIMS-Dispatch Module, except when required for GTOC use.

6.3.7. Military and Civilian Employee licensing.

6.3.7.1. Operation of GMVs where the Gross Vehicle Weight Rating is less than 26,000 pounds, and does not have a standardized QTP, only requires a valid State motor vehicle operator's license and a valid DoD issued Common Access Card (CAC). No further licensing is required. **Note:** Operations of GMVs on public roads require a valid state license, operations of any motor vehicles on a military installation are considered operating on public roadways, see [paragraph 6.3.10.3.4](#).

- 6.3.7.1.1. GMVs (to include tactical vehicles and material handling equipment) with a standardized QTP require additional training, certification, and licensing. **(T-0)** (i.e., 8-15 passenger full-size vans, full-size sport utility vehicles, etc.)
- 6.3.7.1.2. Regular DAF 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 may receive training on GMVs only requiring a valid State license when the conditions under [paragraph 6.3.7](#) are met. **(T-0)**
- 6.3.7.1.3. Qualifying Non-US Citizen. Unit instructors must prepare bilingual, written or verbal tests to cover foreign country driving laws and regulations for non-US citizens employed by the DAF. **(T-1)** **Note:** Treaties, arrangements, Status of Forces Agreements and laws of host countries apply.
- 6.3.7.2. Operation of all other GMVs with a Gross Vehicle Weight Rating of more than 26,000 pounds, designed to transport 16 or more passengers, will require additional training, certification, and licensing. **(T-0)**
- 6.3.7.3. International drivers' licenses cannot be used in lieu of the DAF Form 2293, U.S. Air Force Motor Vehicle Operator Identification Card. The DAF will honor validated sister service licenses such as the Optional Form 346, U.S. Government Motor Vehicle Operator's Identification Card or sister service equivalent licenses. **(T-1)**
- 6.3.7.4. Operation of GMVs or equipment designed for off-road construction in the following classes do not require licensing on the DAF Form 2293: vibratory and pneumatic rollers, paving machine, trencher, and cranes not designed to be operated on roadways. **(T-0)**
- 6.3.7.5. Documenting Vehicle Training and Qualifications. The DAF Form 171:
- 6.3.7.5.1. Will be used to document vehicle training and to request addition(s) or updates to the DAF Form 2293. **(T-1)**
 - 6.3.7.5.2. Becomes a valid learner's permit only after completing the Trainee Information section. **(T-1)**
 - 6.3.7.5.3. Must specify the vehicle types (by management code) that the trainee is being trained to operate. **(T-1)**
 - 6.3.7.5.4. May be used in lieu of the DAF Form 2293 but will only be valid for 180 days unless otherwise authorized in this instruction. **(T-1)**
- 6.3.7.6. Operation of GMVs is limited to those vehicles identified on the DAF Form 2293 and those that can be operated with only a State issued driver's license. **(T-1)**
- 6.3.8. Powered Industrial Truck and MHE.
- 6.3.8.1. Certification is required initially and every three years thereafter, for all operators, military or civilian, as outlined in Occupational Safety and Health Administration 29 CFR 1910.178, *Powered Industrial Trucks*. **(T-0)**

6.3.8.2. All certification training and performance tests will be completed utilizing the applicable vehicle qualification training package and DAFMAN 91-203.

6.3.8.3. Individuals who have expired MHE licenses will not operate powered forklift trucks until such a time the operator has been re-certified. All individuals whose MHE certification has expired will be required to complete re-certification on the specific powered forklift trucks they are licensed on. Operators will have 30 days, or 90 days for non-full-time Air Reserve Component (ARC) members to complete recertification. If recertification does not occur within these specified timeframes, those qualifications will be removed.

6.3.9. On the day of issuance, the DAF 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)**

6.3.10. Commercial Motor Vehicle Equivalent (CMVE) licensing requirements.

6.3.10.1. Training. All military personnel operating GMVs with a capacity of 16 or more passengers, with a Gross Vehicle Weight Rating greater than 26,000 pounds or used in the transportation of hazardous materials in quantities that are required to be placarded under subpart F of 49 CFR Part 172, must receive appropriate CMVE training. For military personnel with a state-issued commercial driver license (CDL), no additional CMVE training is required for the class and type of CMV identified on the CDL. Transfer state-issued CDL qualifications over to member's DAF Form 2293. **(T-0)**

6.3.10.2. Certification. CMVE training requirements will be validated for installation military personnel by completion of the DAF CMVE written and hands-on examinations offered by GT for the same class and type of CMV, or by presenting a state-issued CDL for the same class of vehicle type. **(T-0)**

6.3.10.3. Licenses. Civilians must have a CDL (with corresponding endorsements) for vehicle type and class that are either:

6.3.10.3.1. Combination Vehicle (Group A)—have a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds), whichever is greater. **(T-0)**

6.3.10.3.2. Heavy Straight Vehicle (Group B)—having a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 pounds or more), whichever is greater. **(T-0)**

6.3.10.3.3. Small Vehicle (Group C) that does not meet Group A or B requirements but that are:

6.3.10.3.3.1. Designed to transport 16 or more passengers, including the driver. **(T-0)**

6.3.10.3.3.2. Any size that is used in the transportation of hazardous materials as defined in 49 CFR 383.5 *Commercial Motor Vehicle*. **(T-0)**

6.3.10.3.4. GMVs designed to operate on a road, street or way which is open to public travel, even though privately-owned or subject to military control, are considered

"apparent" evidence of operation in commerce (interstate or intrastate). **Note:** Operations of any motor vehicles on military installation are considered operating on public roadways.

6.3.10.3.5. Military Drivers Exemption.

6.3.10.3.5.1. See Title 49, CFR Section 383.3, certain military drivers do not require a commercial driver's license to operate commercial motor vehicles.

6.3.10.3.5.2. 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.

6.3.10.3.5.3. This exception is not applicable to U.S. Reserve technicians". **Note:** National guard military technicians are Title 32 Civilian National Guard Technicians.

6.3.10.3.5.4. Military members wanting more information on civilian CDL conversion under the Federal Even Exchange program can be found on the Federal Motor Carriers Safety Administration webpage <https://www.fmcsa.dot.gov/>.

6.3.10.3.6. Certain federal civilian exceptions. The following are the only civilian employee waivers.

6.3.10.3.6.1. Federal civilian employees operating firefighters or other civilian equivalent emergency response vehicles, and vehicles used for emergency snow and ice removal when assigned operators are unavailable. **(T-0) Note:** Refer to 49 CFR 383.3.(2)(3)(i)(A)(B) for further guidance.

6.3.10.3.6.2. Federal civilian employees operating firefighter or other civilian equivalent emergency response vehicles utilize the DAF Form 171 for training and certification and documentation to operate firefighter emergency response assets, refer to 49 CFR 383.3(d)(3)(i)(A)(B).

6.3.10.3.6.3. When a winter storm emergency is declared requiring non-licensed operators to use snow and ice removal assets, the installation commander (or equivalent) will document the declaration of emergency in writing. **(T-1)** The owning unit of the snow and ice removal assets must document augmentee operators in a locally controlled memorandum. **(T-1)**

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

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

6.3.10.4. Personnel may use GMVs for CDL qualification and re-qualification by state driver's licensing agencies when authorized by the LRS commander (or equivalent). This authority may be used when in the best interest of the DAF, this authority is not to be used to satisfy an initial employment prerequisite. **Note:** Civilian employees must have a

Commercial Learners Permit to use a GMV for training and licensing purposes. Title 49 CFR 383.25. *Commercial Learners Permit*, a CLP holder, must be accompanied by a valid CDL holder with proper CDL group and endorsements while operating the GMV. **(T-0)** The accompanying member will not be a military member, operating under the military exemption clause outlined in 49 CFR, Section 383.3. **(T-0)**

6.3.11. Licensing Requirement Documentation. When operation of a vehicle requires an DAF Form 2293, the unit commander or VCO, checks the individual's state motor vehicle operator's license for medical or physical restrictions and notes all restrictions on the DAF Form 171 for inclusion in the operator's DAF Form 2293, and Master Driver's Record.

6.3.11.1. Personnel who receive training, and a signed DAF Form 171, *Request for Driver's Training and Addition to U.S. Government Driver's License*, on vehicles while deployed or TDY, are authorized to have their DAF Form 2293 updated upon return to home station to reflect training on the vehicle(s). Members will not operate those assets at home station until validated by the unit commander or VCO and documented on DAF Form 2293. **(T-1)** Current unit commander or VCO signature on the DAF Form 171, *Request for Driver's Training and Addition to U.S. Government Driver's License*, is sufficient certification. **Note:** Vehicles requiring CDL-equivalent certification still require home station certification prior to licensing.

6.3.11.2. The DAF Form 171, *Request for Driver's Training and Addition to U.S. Government Driver's License*, must be maintained and then destroyed 3 years after the employee's separation or 3 years after recession of authorization to operate Government-owned vehicle, whichever is sooner. (See Record Disposition Schedule) T24-03R10.00; note 214. **(T-1)**

Section 6D—Commercial Motor Vehicle certification and Examiners

6.4. Commercial Motor Vehicle Equivalent (CMVE) Examiners and Certification.

6.4.1. 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.

6.4.1.1. The DAF has adopted the national standards established for certification on CMVE assets.

6.4.1.1.1. TVO will serve as the sole certification authority on the installation. **(T-1)**

6.4.1.1.2. Only LRS/CC (or equivalent) appointed installation TVOEs assigned to an installation with an approved CMVE certification program can serve as certification authority for CMVE assets. **(T-1)**

6.4.1.2. TVOE. The LRS/CC (or equivalent) will appoint, at a minimum, two 2T1 TVOEs. **(T-1)**

6.4.1.2.1. 364 TRS CC and the 368 TRS CC will appoint, at a minimum, two 2T1 TVOEs for the Fuels Management Apprentice and Ground Transportation Apprentice courses.

6.4.1.2.2. Deployed locations will not have TVOEs. 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 [paragraph 6.3.11.1](#).

6.4.1.3. GT units in the following categories are exempt from appointing, at a minimum, two 2T1 TVOEs or establishing a CMVE program:

6.4.1.3.1. Deployed locations. **Note:** If a member is trained in vehicle(s) in a deployed location, follow the licensing requirements outlined in [Section 6C](#).

6.4.1.3.2. Installations (e.g., Direct Reporting Units) that are fully manned and operated by civilians with CDLs as a condition of employment having zero historical requirement to train, certify, or license military members on CMVE assets.

6.4.1.3.3. Geographically Separated Units and tenant units (e.g., total force units) where host installation has CMVE training, certification, and licensing authority or serves as the sole authority for these actions. **(T-1)** This arrangement will be codified through a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or Host/Tenant Support Agreement.

6.4.1.3.4. ARC regional certification installations. Only ARC command level directorates may establish regional certification installations for their units. If established, the directorate must submit a memorandum to HAF/AFLR listing the Ground Transportation (2T1) units that will conduct CMVE certifications, and the units will utilize the locations for certifications. **(T-1) Note:** The memorandum does not need to identify which certification location it will use, only that it will use those regional locations.

6.4.1.3.4.1. Members must successfully complete all knowledge tests prior to going TDY to established regional certification installations.

6.4.1.3.5. Air Force Reserve units that only have one full-time member assigned.

6.4.1.3.6. Total Force units where there is a sole installation CMVE training, certification, and licensing authority. **(T-1) Note:** Total Force units are encouraged to co-utilize CMVE programs (local and within driving distance) through establishing MOUs or MOAs. Units that co-utilize CMVE programs must maintain Controlled Test Material (CTM) in a separate authorized security container IAW QTP 24-3-200. **(T-1)**

6.4.1.4. Installation TVOEs. Appointed examiners will meet the following requirements: **(T-1)**

6.4.1.4.1. Identified in different AFFORGEN phases. ARC members are exempt from this requirement. **(T-1)**

6.4.1.4.2. A Regular AAF and ARC member must be Staff Sergeant or above and complete 7-level upgrade training. **(T-1)**.

6.4.1.4.3. A DoD civilian or contractor who holds, at a minimum, Class A CDL. **(T-1)**

6.4.1.4.4. Air Force Reserve TVOEs will be members employed full-time by the office of primary responsibility for CMVE examinations. Traditional Reservists cannot be appointed as TVOEs.

6.4.1.4.4.1. Regular AF and ARC Examiners who choose to co-utilize Basic Control Skills course and Road Routes and Scripts, must maintain separate security containers for CTM. **(T-1)**

6.4.1.4.4.2. Units that co-utilize CMVE programs, examiners must provide a completed DAF Form 171, and their TVOE Appointment letter as verification for home unit OR&L to update members DAF Form 2293 to reflect certification received. **(T-1)**

6.4.1.4.5. TVOEs who do not conduct at minimum ten Skill Test components per year must either take the American Association of Motor Vehicle Administrators (AAMVA) refresher course, HAF TVOE refresher course, or have a designated agency (e.g., HAF CMVE Program Manager, AFRC CMVE Associate Program Manager, NGB CMVE Associate Program Manager, MAJCOM IG 2T1 GT Inspector) co-score along with the TVO Examiner, a Vehicle Inspection, Basic Control Skills test, or an Over-The-Road Skills test with positive results. (Ref: AAMVA CDL Examiners Manual scoring criteria). **(T-1) Note:** Vehicle Inspection test, Basic Control Skills test, and Over-the-Road Skills test are all individual skills tests.

6.4.1.4.6. Submit waivers for examiner qualifications using DAF Form 679, *Department of the Air Force Publication Compliance Item Waiver Request/Approval*, to AFIMSC/A34O, AFR/A4R or ANG/A4R (as appropriate), AF/A4LR for coordination, and then to MAJCOM CC for approval. **(T-1)**

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

6.4.2.1. Complete the prescribed recurring supplemental training annually (e.g., Certified Commercial Examiner Online, CDL Training Videos, etc.). Refer to QTP 24-3-200.

6.4.2.2. Complete the CMVE Non-Disclosure Agreement (NDA) using the DAF Form 173, *Department of the Air Force Commercial Motor Vehicle Certification Program Controlled Test Material Non-Disclosure Agreement*.

6.4.2.3. Successfully complete either AAMVA or AF GT TVOE refresher course via in-residence or online every three years to maintain their CDL test examiner certification. **(T-1)**

6.4.2.4. Coordinate training for examiner candidates.

6.4.2.5. Store documentation of appointed examiners, NDAs, and current training certification from AAMVA or the GT TVOE course on AF/A4LRs approved storage or SharePoint location along with those documents identified in QTP 24-3-200.

6.4.2.6. Comply with all the guidance found within QTP 24-3-200.

6.4.2.7. Ensure CMVE programs are ready for transition inspection IAW QTP 24-3-200 and AF TVOE SharePoint within 90 calendar days of GT TVOE course completion. **(T-1)**

6.4.2.8. Transition to the AAMVA testing model NLT 31 July 2029. **(T-1)** Units that fail to transition to the AAMVA model after 31 July 2029 will no longer be able to train or certify on CMVE assets. Units may submit waivers to transition to the AAMVA testing model and must provide significant justification using DAF Form 679, *Department of the*

Air Force Publication Compliance Item Waiver Request/Approval, to AFIMSC/A34O, AFR/A4R or ANG/A4R (as appropriate) to AF/A4L for coordination, and then to MAJCOM CC for approval. **(T-1)**

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

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

6.4.3.2. TVOE must record and retain the knowledge and skills test scores of tests taken by driver applicants. The test scores must either be made part of the driver history records (e.g., DAF Form 2296 Master Driver Record) or be linked to the driver history record in a separate file. **(T-1)**

6.4.3.3. Examinees assigned to an installation that has transitioned to the CMVE certification program will take standardized tests IAW QTP 24-3-200. **(T-1)**

6.4.3.4. The Performance test must be taken in succession, on the same day, in the actual vehicle or a representative vehicle which is the same class of vehicle a driver applicant operates or expects to operate upon successful completion.

6.4.3.5. Examination Failures. Examinees who fail either the written/electronic test or performance test will not be certified and will work with their unit to reschedule for future testing. **(T-1)**

6.4.3.5.1. Passing written or /electronic knowledge and endorsement tests(s) associated with the specific CMV, will remain valid for 180 days from date of initial testing. **(T-1)**

6.4.3.5.2. Initial DAF Form 171 for CMV cannot be valid for more than 180 days of issuance. DAF Form 171 may be renewed for an additional 180 days (not to exceed 365 days) without retesting on general knowledge and endorsement test(s) for the specific CMV. **(T-1)**

6.4.3.5.3. Examinees who fail to successfully retest (e.g., passing all remaining components of the CMVE certification process) within 365 days from the date the initial knowledge and/or endorsement test(s) was taken, will be required to retake both the Knowledge-based Test (with endorsements indicated) and Performance-based Test (e.g., Vehicle Inspection, Basic Controls Skills Test, and the Road Test) for the specific CMV. **(T-1)**

6.4.3.6. A third failure within the certification process (e.g., Knowledge Test 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, reference AFI 36-2651.

6.4.3.7. Only appointed TVOEs are authorized to issue licenses for CMVE vehicles. **(T-1)** Once licensed, the certification will remain valid unless member is decertified. See DAFMAN 36-2689 *Training Program*. The failure to properly validate vehicle certifications prior to issuing CMVE licenses will result in significant deficiencies during scheduled or unscheduled IG inspections.

6.4.3.8. Installations that have not transitioned to the CMVE certification program will develop and administer written and performance tests using the vehicle QTPs and Commercial Drivers License manual as sources documents to create the tests. **(T-1) Note:** Installations that have not transitioned by 31 July 2029 will no longer be allowed to develop and administer written and performance test until successful transitioned to the American Association of Motor Vehicle Administrators model.

Section 6E—Unit Operator Training Program

6.5. Unit Operator Training Program. Units will train and license the minimum number of DAF (military and civilian) employees to operate, inspect and care for DAF vehicles to complete the mission.

6.5.1. The using organization is responsible for vehicle training utilizing appropriate vehicle QTP available on E-Publishing website.

6.5.1.1. Training may be accomplished by contracting with a commercial driver training agency at unit expense.

6.5.1.2. All units will ensure that members operating GMVs receive driver safety training prior to operating any GMV, see DoDI 6055.04. **(T-0)**

6.5.1.3. GT may assist units with reviewing unit training programs and conducting training, provided resources are available.

6.5.1.4. Unit commanders may only authorize trainers for assets assigned to their unit. GT assets are authorized to be assigned on a unit trainer form if they have received permission from GT to utilize their assets for training or mission support.

6.5.2. Unit commanders or VCOs, act as a liaison between the unit, the OR&L office, and the installations CMVE Examiners. VCOs will work with stated entities to update licenses, build vehicle trainer forms, request support, and schedule knowledge and performance exams for applicable vehicles.

6.6. Maintenance Purposes Only. It is not necessary that Vehicle Management Flight personnel be fully qualified in all operational aspects of the vehicle.

6.6.1. The DAF Form 171 is used to document vehicle safety and equipment familiarization training. The DAF 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)**

6.6.2. Maintenance Purposes Only is restricted movement within a Vehicle Management compound to facilitate vehicle servicing in and out maintenance facilities. All other unrestricted movement in the maintenance compound, driving on a road, street or way which is open to public travel, even though privately-owned or subject to military control, is “apparent” evidence of operation in commerce. IAW CFR 49, Part 383, mechanics require CMVE training and certification (e.g., CDLs for civilians) if the vehicle is operated in commerce (e.g., test-drives over public roads, on or off military installations). **(T-0)**

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

6.7. Licensing Contractor Personnel. Contracts and agreements will require that operators comply with the licensing requirements of the state and local motor vehicle laws. For training and licensing requirements for DoD contractor personnel, DoDM 4500.36 is the prevailing guidance unless otherwise stated in this instruction. Contractor vehicle operator certification will remain the responsibility of the contractor at the contractor's expense. **(T-0)**

6.8. Suspension and evocation of GMV Operator's Driving Privileges.

6.8.1. GMV driving privileges may be suspended, revoked, and reinstated using the guidance contained in DAFI 31-218, *Motor Vehicle Traffic Supervision* or local supplements and policy. Information and procedures on the suspension and revocation of GMV licenses can be found in QTP 24-3-300, *Ground Transportation Operator Records and Licensing (OR&L)*.

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

6.9. Restoration of GMV On-Base Driving Privileges.

6.9.1. Upon reinstatement of on-base driving privileges for civilian vehicles, GMV driving privileges should be restored, unless specifically withheld by competent authorities (e.g., security forces or commanders).

6.9.1.1. The same level of authority or higher that approves GMV driving suspension must also approve the reinstatement. OR&L will maintain a copy of the approval. The DAF Form 2293 is then issued for on-base operation only. **(T-1)**

6.9.1.2. 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 DAFI 91-207 for more information.

6.9.2. If involved in a GMV accident, an operator's GMV driving privileges are suspended pending a formal accident investigation by SFS (if initiated) or an informal investigation by the unit VCO to determine the operator's judgment and proficiency in operating GMVs.

6.9.2.1. After a GMV accident occurs, the operator must provide a completed Standard Form 91 and Standard Form 94 to the unit commander or VCO. Completion of the Standard Form 91 is not an admission of guilt. It is used to record facts of a GMV accident. However, if the operator invokes his or her Fifth Amendment or Article 31, UCMJ rights, consult the servicing legal office for guidance. **(T-1)**

6.9.2.2. Pending the outcome of an accident investigation (formal or informal), unit commanders may return GMV driving privileges at their discretion. **Note:** This may be delegated to the VCO or unit safety representative.

Section 6F—Mobility and Contingency Operations

6.10. Readiness Honed in Operations (RHINO). The base-level GT readiness program is designed to organize, train, and equip total force GT agile combat support forces to meet wartime and contingency requirements. RHINO consists of readiness reporting, home station training, and planning functions. **Note:** AFRC and NGB units should coordinate to the maximum extent

possible with local GT element for participation in installation exercises and support events which meet home station training requirements.

6.10.1. The RHINO Manager will:

6.10.1.1. Implement the RHINO program utilizing QTP 24-3-600 for assigned 2T1XX members in the grade of E-6 and below.

6.10.1.2. Conduct or schedule RHINO training.

6.10.1.3. Coordinate and review Crisis Action, In-Garrison Expeditionary Site, and Exercise Plans.

6.10.1.4. Identify training resource requirements and coordinates training support for Home Station Training.

6.10.1.5. Partner with Prime Base Engineer Emergency Force, Prime Readiness in Base Services, and Security Forces to maximize training opportunities and resources.

6.10.1.6. Use readiness training and exercises as opportunities to conduct evaluations, demonstrate professional skills, and promote readiness capabilities.

6.10.2. Rapid Airfield Damage Repair, Ground Transportation Operations Center (RADR GTOC)

6.10.2.1. 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, GT personnel specifically support RADR GTOC. RADR GTOC is limited to the handling, delivery, and stockpiling (if necessary) of materials from the staging area to the repair site(s).

6.10.2.2. GT military personnel will successfully complete RADR classroom training every 24 months as part of Home Station Training per guidance in AFTTP 3-32.18, RADR Warehouse and GTOC and QTP 24-3-600. **(T-1)** While knowledge-level RADR classroom training is conducted at home station, hands-on RADR training is not always attainable at some 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 Air Force Force Generation phase cycle. In addition, personnel may receive “just-in-time” hands-on RADR training at combat support training ranges identified by AFIMSC.

6.10.2.3. Silver Flag and home station RADR GTOC 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)**

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

Public Law 99-570, Title XII, *Commercial Motor Vehicle Safety Act of 1986*

Uniform Code of Military Justice (UCMJ), 10 U.S.C. §§ 801-946, 1 January 2024

10 United States Code, Section 801, *General Provisions*, 1 January 2024

10 United States Code, Section 1588, *Authority to Accept Certain Voluntary Services*, 1 January 2024

10 United States Code, Section 2632, *Transportation to and from Certain Places of Employment and on Military Installations*, 1 January 2024

40 United States Code, *Public Buildings, Property, and Works*, 21 August 2002

49 United States Code, Section 31302, *Commercial Driver's License Requirement*, 9 June 1998

DoD, *Joint Base Operations Guidance*, 18 August 2022

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DoDD 4500.09, *Transportation and Traffic Management*, 27 December 2019

DoDI 2000.12, *DoD Antiterrorism (AT) Program*, 1 March 2012

DoDI 4500.36, *Acquisition, Management, and Use of Non-Tactical Vehicles*, 1 February 2023

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Army in Europe Regulation 55-1, *United States Military Motor Vehicle Operations on European Public Roads*, 27 February 2018

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DAFI 24-302, *Vehicle Management*, 14 April 2023

DAFI 31-117, *Arming and Use of Force*, 10 December 2024

DAFI 34-160, *Mortuary Affairs Program*, 3 March 2022

DAFI 36-2670, *Total Force Development*, 25 June 2020

DAFI 40-301, *Family Advocacy Program*, 13 November 2020

DAFI 51-509, *Appointment To and Assumption of Command*, 28 December 2023

DAFI 63-138, *Acquisition of Services*, 2 January 2024

DAFI 65-601, Volume 1, *Budget Guidance and Procedures*, 22 June 2022

DAFI 84-103, *Department of the Air Force Heritage Program*, 12 May 2021

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFI 90-1201, *Protocol*, 8 October 2024

DAFI 90-301, *Inspector General Complaints Resolution*, 4 January 2024

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DAFI 91-202, *The US Air Force Mishap Prevention Program*, 20 March 2020

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DAFMAN 34-119, *Property Management*, 5 July 2023

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

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QTP 24-3-400, *Documented Cargo Operations*, 3 May 2019

QTP 24-3-600, *Ground Transportation Home Station Training*, 1 November 2018

QTP 24-3-HAZMAT, *Explosives/Hazardous Materials Transport*, 17 July 2025

CFETP 2T1X1, *Ground Transportation*, 28 July 2020

TO 36-1-191, *Technical & Managerial Reference for Vehicle Maintenance*, 21 April 2023

Prescribed Forms

DAF Form 170, *Appointment of Vehicle Trainer*

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

DAF Form 173, *Department of the Air Force Commercial Motor Vehicle Equivalent Certification Program Controlled Test Materials Non-Disclosure Agreement*

DAF Form 868, *Request for Ground Transportation Support*

DAF Form 869, *U-Drive-It Joint Vehicle Inspection*

DAF Form 870, *U.S. Government Motor Vehicle Suspected Misuse Report*

DAF Form 1800, *Operator Inspection Guide and Trouble Report*

DAF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

DD Form 518, *Accident Identification Card*

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

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

DD Form 2890, *DoD Multimodal Dangerous Goods Declaration*

SF 91, *Motor Vehicle Accident Crash Report*

SF 94, *Statement of Witness*

Abbreviations and Acronyms

AAMVA—American Association of Motor Vehicle Administrators

AFFORGEN—Air Forces Force Generation

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

QTP—Air Force Qualification Training Package

ANG—Air National Guard

ARC—Air Reserve Component

CAP—Civil Air Patrol

CDL—Commercial Driver License

CFETP—Career Field Education and Training Plan

CMVE—Commercial Motor Vehicle Equivalent

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DCO—Documented Cargo Operations

DoD—Department of Defense

DoDI—Department of Defense Instruction

DoDD—Department of Defense Directive

DoDM—Department of Defense Manual
DTD—Domicile-to-Duty
FAM—Functional Area Manager
GMV—Government Motor Vehicle
GSA—General Services Administration
GT—Ground Transportation
GTOC—Ground Transportation Operations Center
IAW—In accordance with
ITA—Invitational Travel Authorization
MAJCOM—Major Command
MHE—Material Handling Equipment
NGB—National Guard Bureau
NCOIC—Non-Commissioned Officer in Charge
OLVIMS—Online Vehicle Interactive Management System
O&M—Operations and Maintenance
OPR—Office of Primary Responsibility
OR&L—Operator Records and Licensing
ORF—Official Representation Funding
POD—Permissible Operating Distance
RADR—Rapid Airfield Damage Repair
RHINO—Readiness Honed in Operations
SF—Standard Form
SME—Subject Matter Expert
SPC—Special Command Position
TDY—Temporary Duty
TVO—Training, Validation, and Operations
UCMJ—Uniform Code of Military Justice
U.S.C—United States Code
U.S.—United States
VCO—Vehicle Control Official
vMPF—Virtual Military Personnel Flight

Office Symbols

364 TRS—368th Training Squadron.

AF/A3—Deputy Chief of Staff for Operations.

AF/A4—Deputy Chief of Staff for Logistics, Engineering and Force Protection.

AF/A4L—Air Force/Director of Logistics.

AF/A4LR—Air Force/Logistics Readiness Division.

AFIMSC/A340—Air Force Installation & Mission Support, Deployment and. Distribution, Air and Ground Transportation.

AFR/A4R—Air Force Reserve/Logistics Readiness Division.

ANG/A4R—Air National Guard/Logistics Readiness Division.

LRS/LGRD—Deployment and Distribution Flight/Distribution Section.

SAF/IA—Deputy Under Secretary of the Department of the Air Force for International Affairs.

Terms

Air Reserve Component—Designation used to refer to the entire reserve structure of the DAF; It is not a command or organization in and of itself.

Enlisted Development Team—A program chartered under the GT Working Group responsible for evaluating targeted ranks within the GT 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 to fulfill long term goals and needs of the DAF.

Fini-Flight—The final flight, is an Air Force tradition marking a pilot's departure from a unit or the last time they fly an aircraft

Government Motor Vehicle (GMV)—Government owned, rented, or leased tactical or non-tactical vehicles operated on or off-highway.

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

GT Priorities of Service—A list providing the basic GTOC direction for de-conflicting support requests when facing personnel or vehicle shortages.

Representative Vehicle—Is a vehicle in the same class and type of motor vehicle that a driver applicant operates or expects to operate upon successful testing or certification.

Reputable Establishment—An establishment that will not create a perception that will reflect unfavorably on the DoD or DAF or cause public criticism no matter what the venue is.

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, such as sedans, trucks, and vans.

Vehicle Control Official (VCO)—Appointed by unit commanders, VCOs oversee the allocation, utilization, and maintenance of vehicles within their unit and act as the liaison between the unit and vehicle management.