

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
POLICY DIRECTIVE 24-3**



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Transportation

**MANAGEMENT, OPERATION AND
USE OF TRANSPORTATION VEHICLES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Gen Tom D. Miller)
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(Mary Stevenson, Senior
Coordinator)

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This publication applies to United States Space Force, Regular Air Force, the Air Force Reserve, and the Air National Guard, and those with a contractual obligation to abide by the terms of Department of the Air Force (DAF) publications. This directive implements Department of Defense (DoD) Instruction 4500.36, *Acquisition, Management, and Use of Non-Tactical Vehicles*, and DoD Administrative Instruction 109, *Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area*. This Department of the Air Force Policy Directive (DAFPD) may not be supplemented. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This publication has been revised and must be completely reviewed. Changes include adding DAF identification as publication is applicable to both Air and Space Forces.

1. Overview. The DAF uses transportation vehicles (which includes vehicular equipment), and railroad assets to move people and equipment. The DAF must account for, manage, operate, and maintain these assets so they are safe, energy efficient, and environmentally sound. This directive establishes policies to ensure the DAF has Airmen, Guardians, civilians, and DoD contractors who are trained, management systems that are effective, and procedures that enable the DAF to incorporate technological advances in compliance with applicable statutory and regulatory requirements.

2. Policy. The Department of the Air Force will:

2.1. Authorize and acquire the minimum number of transportation vehicles, and railroad assets needed to meet its objectives for peacetime and war reserve materiel requirements to support combatant commander war plans and war mobilization planning documents in a manner that minimizes investment and maximizes mission readiness.

2.2. Establish appropriate measures to track the effectiveness of managing and maintaining vehicle assets.

2.3. Determine optimal fleet size and composition (i.e., fuel or energy type and vehicle class) in accordance with DoD and General Services Administration guidance and bulletins.

2.4. Acquire vehicles from the most cost-effective source in compliance with DoD directed cost comparison calculations.

2.5. Ensure responsiveness, effectiveness, and economy in support of the DAF mission. The vehicle selected for an individual task will be the one best suited by virtue of size classification, configuration, and economy of operation, consistent with DoD guidance.

2.6. Pool resources to the maximum extent possible consistent with DoD guidance to ensure effective utilization and most economical use of manpower and equipment.

2.7. Ensure vehicles are not assigned exclusively to one official or employee, except when the Secretary of the Air Force determines it essential to mission accomplishment.

2.8. Ensure there are no individually assigned vehicles with drivers, except for those assigned to the Secretary of the Air Force, Chief of Staff of the Air Force, and Chief of Space Operations.

2.9. Achieve maximum fuel efficiency and ensure acquisition of alternative fueled vehicles and the use of alternative fuels, consistent with applicable law, executive, DoD, and DAF guidance.

2.10. Consider leasing vehicles as an alternative to the DAF Vehicle Buy Program, by using interagency motor pools or commercial agencies when such leases are fiscally prudent and do not impair mission accomplishment.

2.11. Rent individual transportation vehicles on a short- or long-term basis to meet temporary mission requirements when doing so is cost-effective to the DAF.

2.12. Acquire and retain railway assets only to satisfy requirements that commercial services cannot meet.

2.13. Ensure all government-owned, rented or leased vehicles, including railroad assets, are marked according to statutory and appropriate regulations.

- 2.14. Train and license the minimum number of DAF (military and civilian) employees to operate, inspect and care for DAF vehicles and track their qualifications. Training, certification, and licensing will be standardized across the DAF to ensure personnel operate DAF vehicles in a safe, and energy efficient manner always.
- 2.15. Ensure vehicles are only operated by military, civilian employees, or DoD contractors who meet all selection, training, and licensing requirements per public law and DoD guidance.
- 2.16. Ensure vehicles are only used for official purposes.
- 2.16.1. Transportation will not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.
- 2.16.2. Use of government vehicles for domicile-to-duty transportation is limited as prescribed in public law and DoD guidance.
- 2.16.3. Government-provided bus transportation may be used to support the affairs of the DAF within the limitations of DoD vehicle use guidance.
- 2.17. Account for registered vehicles, including locomotives, using automated data collection systems in accordance with DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*.
- 2.18. Ensure compliance with DAF Occupational Safety and Health Standards, environmental policies and associated technical requirements when maintaining and operating vehicles.
- 2.19. Have a vehicle safety program that includes accident prevention and reporting on all vehicle accidents or incidents.
- 2.20. Ensure safe and serviceable vehicles:
- 2.20.1. Ensure warranties are used to the maximum extent possible.
- 2.20.2. Meet deadlines on Time Compliance Technical Orders (TCTO), service bulletins, special inspections and recalls.
- 2.20.3. Ensure applicable tools and equipment items are calibrated and/or certified in accordance with regulations.
- 2.21. Have a product evaluation program to evaluate commercial management processes, innovations, vehicles, tools and equipment for DAF vehicle management use.
- 2.22. Ensure contractors furnish vehicles needed in performing government contracts.
- 2.22.1. Contractor furnished vehicles procured or leased from General Services Administration will be of the optimal size classification and configuration needed to support the Air and Space Force missions consistent with Federal Government, DoD and DAF guidance.
- 2.22.2. Contractors are responsible for registering, license plates and insuring contractor owned/procured vehicles used to perform government contracts.
- 2.22.3. The DAF will not register or provide license plates for contractor furnished vehicles.

2.22.4. The DAF will not license or certify contract employees. Contracts and agreements will require that contractors and employees comply with the vehicle licensing requirements of state and local motor vehicle laws.

2.22.5. Vehicles may be provided to DoD contractors in accordance with contract stipulations (e.g., Type of vehicle(s) listed as government furnished property (GFP) in a performance work statement, statement of work, and/or service proper contractor) only under a cost reimbursement contract within the conditions of DoD guidance. Such vehicles (owned, rented, or leased) may be provided regardless of how the vehicles are acquired or financed.

2.22.6. Accounting Standards Codification (ASC) 051 and contractor owned vehicles will not be repaired, serviced, or stored in any DAF shop, garage, or other buildings without 441st Vehicle Support Chain Operations Squadron (VSCOS) approval.

2.23. Maintain locomotive equipment and railroad assets by trained personnel to provide support for DoD emergency and wartime logistics requirements.

3. Roles and Responsibilities:

3.1. Consistent with Title 10 United States Code (USC) Section 2637, 31 USC § 1344, and in accordance with DoD Manual 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, regarding domicile to duty:

3.1.1. The Secretary of the Air Force, on a non-delegable basis, may approve domicile-to-duty use of government motor vehicles, regardless of location, when necessary for the performance of intelligence, counterintelligence, protective services, law enforcement duties and field work, or when compelling operational considerations, an emergency, or a clear and present danger makes such transportation essential.

3.1.2. A combatant commander, on a non-delegable basis, is the approval authority for transportation within their area of responsibility outside the continental United States when they determine that public or private transportation is unsafe or unavailable. Domicile-to-duty-like transportation and incidental use for unofficial purposes in these cases can be provided to service members, and federal civilian employees and their dependents in a combatant commander's area of operation.

3.2. Air Force, Deputy Chief of Staff, Logistics, Engineering & Force Protection (AF/A4) will:

3.2.1. Develop and issue guidance of DAF management, operation and use of government transportation vehicles.

3.2.2. Manage Air and Space Force vehicle requirements and provide guidance on, and measure compliance with, management, operations and maintenance policies covered in this directive.

3.2.3. Program and budget funds to acquire vehicles, including railroad assets.

3.2.4. Plan and budget funds for DoD shuttle services provided by the DAF.

3.2.5. Report alternative fuel vehicle data as directed in DoD guidance.

3.3. The Commander, Air Force Materiel Command will:

3.3.1. Ensure the DAF's vehicle buy program requirements determination are formulated through direct coordination with 441st VSCOS and Warner Robins Air Force Life Cycle Management Center.

3.4. The Air Force Life Cycle Management Center will:

3.4.1. Procure all DAF registered vehicles.

3.4.2. Issue Time Compliance Technical Orders, Safety Bulletins, and vehicle sustainment support.

3.4.3. Provide cradle-to-grave technical assistance to the field.

3.5. Major Command, Field Command, Field Operating Agency, Direct Reporting Unit, and Installations commanders, directors will carry out the policies covered in this directive.

FRANK KENDALL
Secretary of the Air Force

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

DoD AI 109, *Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area*, 31 March 2011

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

DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*, 27 April 2017

DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, 7 July 2015

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

DAF— Department of the Air Force

DoD—Department of Defense

VSCOS—Vehicle Support Chain Operations Squadron

Office Symbols

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

Terms

Accounting Standards Codification—The comprehensive, organized system created by the Financial Accounting Standards Board (FASB) to consolidate and streamline U.S. Generally Accepted Accounting Principles (GAAP). It is designed to make GAAP easier to navigate and more accessible by providing a single, authoritative source for all accounting standards.

Air Force Life Cycle Management Center—Headquartered at Wright-Patterson AFB, is one of six centers reporting to the Air Force Materiel Command. Led by a Lieutenant General, AFLCMC is charged with life cycle management of Air Force weapon systems from their inception to retirement.

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

Product Evaluation Program—Provides the ability to evaluate commercially available off-the-shelf products in order to determine if they are more economical and effective in performing day-to-day operations prior to purchasing.

Time Compliance Technical Order—An authorization directive issued to provide instructions to Air Force activities for accomplishing one-time changes, modification, inspection of equipment or installation of new equipment.

Vehicle Buy Program—Provides funding for programmatic replacement of existing assets.

441st Vehicle Support Chain Operations Squadron—In charge of transforming and maintaining the vehicle fleet across the Air Force. They budget and ensure field units have the right quantity of vehicles needed to perform daily duties.