

**BY ORDER OF THE COMMANDER
AIR FORCE DISTRICT OF
WASHINGTON**



AIR FORCE INSTRUCTION 24-301

**AIR FORCE DISTRICT OF
WASHINGTON
Supplement**

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Transportation

GROUND TRANSPORTATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement applies to all Air Force District of Washington Ground Transportation functions within the Air Force District of Washington. Vehicles financed through non-appropriated funds (NAF) are exempt from this instruction. Refer recommended changes and questions about this publication using the AF Form 847, Recommendation for Change of Publication; through HQ AFDW/A4LR. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Significant changes include retitling the publication, designating the United States Congress and Foreign Dignitaries/Students as non-reimbursable support entities, deletion of Government Purchase Card Electronic Toll Collection and National Military Association support guidance and elimination of the Executive Driver Service.

1.12.14. **(Added)** Commanders should not forgo personnel upgrade training in order to provide routine transportation support.

2.3.2.13. **(Added)**. Organic Government Motor Vehicle (GMV) ground transportation services in support of the United States Congress, Department of the Air Force (DAF) sponsored Non-DoD Counterparts and Foreign attaches, and DoD sponsored Foreign Students is non-reimbursable. If no organic resources are available, requesting activities are responsible for all motor vehicle lease costs.

3.7.4. **(Added)** Protocol Transportation Support in the NCR.

3.7.4.1. **(Added)** Air Force District of Washington Ceremonies and Protocol (AFDW/CCP) is the primary designated agency responsible for managing ground transportation support for Very Important Persons (VIPs), AF General Officers (GO), Distinguished Visitors (DV), Congress, AF sponsored non-DoD Counterparts and Foreign Attachés, Arlington National Cemetery military funerals, designated retirement ceremonies and changes of commands, conferences and other events, when sanctioned by AFDW/CCP.

3.7.4.2. **(Added)** AFDW/CCP will submit ground transportation support requests to the Logistics Readiness Squadrons (LRS) for approval or disapproval. All requests must contain justification statements.

3.7.4.3. **(Added)** Dedicated AFDW driver support may only be provided when fully justified IAW DoD Administrative Instruction 109, *Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area*, (**paragraphs 4** (Policy) and Enclosure 2 (Procedures)), and DAF motor vehicle official use policies. The availability of vehicles and drivers may limit LRS support.

3.7.4.4. AFDW transportation service to AF positions authorized Pentagon Executive Motor Pool (EMP) support must be justified. DAF positions identified in **Attachment 2** are authorized EMP support for official business and this does not give Domicile to Duty (DTD) authority. An EMP non-availability statement must be included in all ground transportation support requests submitted to AFDW Logistics Readiness activities.

3.7.4.5. Centrally dispatched Protocol transportation service can be provided to support members listed in **Attachment 3**, to include all permanent party DAF military and civilian personnel, to conduct official business. This does not give DTD authority.

3.8.9. **(Added)** All TDY members will utilize available public/commercial transportation services when transiting through commercial terminals. Individuals transiting through the JBA military terminal will utilize commercial rental or AFDW Ground Transportation U-Drive it vehicles when available. Permanent party members will drive their privately owned vehicles (POV) or use commercial or public transportation to and from commercial terminals. Installation Protocol and Logistics Readiness activities will maintain a current list of local taxi, airport shuttle, and executive car services which are eligible to provide conveyance to and from Joint Base Anacostia-Bolling (JBAB) and JBA. NOTE: The JBA LRS is responsible for prepositioning all approved UDI vehicles at the installation terminal parking lot.

3.9.5. **(Added)** Independent bus transportation to the Air House, Pentagon, and Air Force Memorial is authorized for spouses attending the Air Force General Officer Management Office

sponsored Senior Leadership Orientation Course. These locations serve as educational venues resident with the intent of the DAF sanctioned course.

3.13.3.1. **(Added)** Exemptions are not required for the following:

3.13.3.1.1. **(Added)** Transportation of members diverted due to Joint Base Andrews runway conditions.

3.13.3.1.2. **(Added)** Transportation is necessary to support AF sponsored Foreign Air Chief Counterpart visits.

3.13.3.1.3. **(Added)** Transportation for Repatriates' family members to Dignified Arrival Ceremonies.

3.16.5. **(Added)** DAF Protocol (AF/DSP) is responsible for providing Pentagon UDI parking clearances for visiting Air Force General Officers.

3.18.16.1. **(Added)** The use of GMVs for conveyance of invitees from a centralized parking area on JBA to the JBAB Ceremonial Lawn and the AF Memorial for DAF/AFDW/Wing Commander sponsored events may be authorized by AFDW/A4.

3.21.2.1. **(Added)** Ceremony/Event support restrictions do not apply when providing ground transportation support to Congress. Office of Secretary of the Air Force Legislative Liaison requests for support are vetted through the Office of Secretary of Defense, which is the determining authority for official use of GMVs.

3.23.2. **(Added)** Military Funerals at Arlington National Cemetery: All repatriation and casualty of war funerals, regardless of grade, are authorized ground transportation support for the family members between lodgings and the funeral when tasked by AF Mortuary Affairs Operations. Family members residing in the NCR are not authorized transportation from their primary residences.

3.23.3. **(Added)** Utilization of appropriated funded motor vehicle assets for tours within the NCR, with the exception of local area military installations/reservations, for permanent party members or personnel in TDY status, is prohibited.

3.23.4. **(Added)** The annual Air Force Charity Ball is not an official Air Force event. Use of appropriated funds and/or motor vehicle assets is not authorized for said event.

3.23.5. **(Added)** Transportation service for permanent party DAF officials for conveyance to official functions within the NCR is authorized for active duty DAF and DAF civilian personnel. However, competing resources may limit military support due to the volume of personnel visiting the NCR on official business. This is not approval for DTD transportation.

CHRISTOFF T. GAUB, Colonel, USAF
Director of Logistics, Engineering & Force Protection

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

AFI 24-301, *Ground Transportation*, 22 October 2019

Code of Federal Regulations, Title 49 (*Transportation*)

AI109, *Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area*,

Abbreviations and Acronyms

AFDW—Air Force District of Washington

DAF—Department of the Air Force

DOD—Department of Defense

DTD—Domicile to Duty

DV—Distinguished Visitors

EMP—Executive Motor Pool

GMV—Government Motor Vehicle

GO—General Officer

LRS—Logistics Readiness Squadron

POV—Privately Owned Vehicles

NCR—National Capital Region

TDY—Temporary Duty

UDI—U—Drive It

USAF—United States Air Force

VIP—Very Important Person

Terms

Domicile—A place of residence, regardless of where located, excluding temporary duty (TDY) residences.

Executive Motor Pool—A branch of the Pentagon Motor Pool that provides official transportation services to authorized DoD officials.

Group—Twelve or more personnel with bags, luggage or outsized luggage.

Local Commercial Transportation Terminals—All air, rail, and bus terminals located within the NCR to include Washington Reagan National Airport; Dulles International Airport, Baltimore-Washington International Airport, Union Station and Metro stations.

Military Reservation—A property (e.g. Pentagon, AF Memorial) that the United States government has exclusive jurisdiction over.

National Capital Region (NCR)—The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince George’s Counties in the state of Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia.

Pentagon Area—The geographic area located within the boundaries of: the District of Columbia; Montgomery and Prince George’s County in the State of Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia; and all cities and other units of government within the geographic areas of such District, counties, and city.

UDI Vehicle—LRS provided short-term use general purpose motor vehicles.

USAF Ceremonial Lawn—The USAF ceremonial lawn is located on Joint Base Anacostia-Bolling and is used for Air Force unit events and for individual ceremonies for which the honoree is in the rank of O-7 and above.

Attachment 2 (Added)

POSITIONS AUTHORIZED USE OF PENTAGON EXECUTIVE MOTOR POOL

Figure A2.1. Positions Authorized use of Pentagon Executive Motor Pool.

Under Secretary of the Air Force (SAF/US)
Vice Chief of Staff (AF/CV)
Assistant Secretary, Financial Management & Comptroller (SAF/FM)
Assistant Secretary for Acquisition (SAF/AQ)
Assistant Secretary for Manpower, Reserve Affairs (SAF/MR)
Assistant Secretary for Installations, Environment and Logistics (SAF/IE)
General Counsel (SAF/GC)
Administrative Assistant (SAF/AA)
Chief Information Officer (SAF/CIO)
Inspector General (SAF/IG)
Deputy Under Secretary of the Air Force (International Affairs) (SAF/IA)
Surgeon General (AF/SG)
Auditor General (SAF/AG)
Chief Air Force Reserves (AF/RE)
Assistant Vice Chief of Staff/Director of Staff (AF/DS)
Deputy Chief of Staff; Personnel (AF/A1)
Deputy Chief of Staff, Intelligence, Surveillance and Reconnaissance
Deputy Chief of Staff; Operations (AF/A3)
Deputy Chief of Staff; Logistics, Engineering and Force Protection (AF/A4)
Deputy Chief of Staff, Strategy, Integration and Requirements (AF/A5)
Deputy Chief of Staff, Plans and Programs (AF/A8)
Deputy Chief of Staff, AF Studies & Analyses, Assessments & Lessons Learned (AF/A9)
Assistant Chief of Staff, Strategic Deterrence & Nuclear Integration (AF/A10)
Judge Advocate General (AF/JA)
Vice Commander, Air Force Space Command (AFSPC/CV)
Special Assistant to the Secretary of the Air Force (SAF/OS)
Principal DoD Space Advisor Staff (SAF/SA)
Dep Under Secretary of the AF (Management) (SAF/MG)
Chief Master Sergeant of the Air Force (AF/CCC)

Attachment 3 (Added)**MEMBERS AUTHORIZED USE OF PROTOCOL TRANSPORTATION SUPPORT
UNDER SECTION 3.7.4.****Figure A3.1. Members Authorized use of Protocol Transportation Support under Section 3.7.4.**

USAF Sponsored Foreign Counterparts.

Foreign Defense College visits and Non-AF Civilian Visitors invited to attend Official Functions when sanctioned by AFDW/CCP.

SAF/LL Congressional support requests.

AF General Officers/AF Sponsored Distinguished Visitors TDY to the National Capital Region/Pentagon Area.

Members requiring support due to a specifically identified emergency situation or security requirement. AFDW/A4 is the approval authority for services provided under this provision.

All active duty AF military and civilian personnel assigned to the Pentagon Area/NCR when resources are available. The installation LRS will make support determinations.