

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

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 24-301**



**AIR FORCE DISTRICT OF WASHINGTON
SUPPLEMENT**

16 JUNE 2026

Transportation

GROUND TRANSPORTATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement expands upon Department of the Air Force Instruction (DAFI) 24-301, *Ground Transportation*, (9 January 2026), providing specific details applicable only within the National Capital Region (NCR), the Air Force District of Washington (AFDW) operating area. It applies to all civilian employees and uniformed members of the Regular Air Force (AF), United States Space Force, the AF Reserve, and the Air National Guard that operate AFDW-owned or leased Government Motor Vehicles (GMVs). Vehicles financed through non-appropriated funds (NAF) are exempt from this instruction. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the AF Records Disposition Schedule (RDS) located in the AF Records Management System. 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 through the appropriate functional chain of command to AFDW/A4L (AFDW.A4RM.Workflow.Staff@us.af.mil). AFDW Wings may supplement this publication, but all supplements must be routed to the OPR prior certification and approval.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Major changes include broadening non-reimbursable support to non-Air Force entities, removing the prioritization of personnel upgrade training over routine transportation support for Logistics Readiness Squadron (LRS) Commanders, and establishing guidance for providing the AFDW/CC with GMV conveyance to foreign strategic engagement events in the NCR. The update also deletes previous guidance for transporting personnel between Joint Base Andrews (JBA), Joint Base Anacostia-Bolling (JBAB), and the AF Memorial to attend events. Further changes involve removing the requirement for maintaining lists of local transportation services and deleting the Protocol Transportation Support Table. Additionally, the revision expands the NCR commercial terminal conveyance exemption list and mandates a Headquarters United States Air Force (HQ USAF) Civil Law and Policy Division legal review of all DAF-sponsored event transportation plans. Finally, it adds a requirement that AFDW LRS Ground Transportation functions uniformly adhere to GMV official use determinations, establishes an off-base travel radius to reputable dining locations, removes a prohibition on tours of the NCR, and deletes a restrictive policy statement for GMV conveyance to the Annual Air Force Charity Ball.

1.4.3.1. **(Added).** GMV use for travel to reputable off-base dining establishments is limited to a 10-mile radius from AFDW installations. LRS commanders have the authority to exceed the mileage standard.

1.4.6. **(Added).** AFDW Ceremonies and Protocol (AFDW/CCP) is the OPR for managing ground transportation support for a wide range of high-visibility events and personnel. This includes Very Important Persons (VIPs), DAF General Officers (DAFGO), Distinguished Visitors (DV), Congress, AF-sponsored non-DoW Counterparts and Foreign Attachés, immediate family members in cases of wartime death (as directed by AF Mortuary Affairs Operations), Dignified Transfers, designated retirement ceremonies and changes of command, and other AFDW/DAF-sanctioned conferences and events. AFDW/CCP will conduct an initial official use review in accordance with DAFI 24-301 and DoDM 4500.36 before submitting requests to AFDW LRS Ground Transportation Operations Centers (GTOC) for final approval and dispatch. All requests must contain event-specific relevant justification statements.

1.4.6.8. **(Added).** AFDW transportation service to DAF positions authorized Pentagon Executive Motor Pool (EMP) support must be justified. DAF positions identified in [Attachment 2](#) are authorized EMP support for official business. An EMP non-availability statement must be included in all ground transportation support requests submitted to AFDW. This does not give Domicile to Duty (DTD) authority.

1.4.7. **(Added).** Public ceremonies support restrictions do not apply when providing ground transportation support to Congress. Office of Secretary of the AF Legislative Liaison requests for support are vetted through the Office of Secretary of War, which is the determining authority for official use of GMVs.

1.5.1.1. **(Added).** GMVs may be used to transport the AFDW/CC to attend foreign government-

sponsored strategic engagement social events at embassies and/or venues in the NCR/Pentagon Area, in cases where he/she is the senior AF military officer at such events. This does not give DTD authority.

1.9.5. **(Added)** Independent bus transportation to the Air House, Pentagon, and AF Memorial is authorized for spouses attending the AF General Officer Management Office sponsored Senior Leadership Orientation Course. These locations are considered educational venues within the scope of this CSAF-sanctioned course. GMV support to the Senior Leadership Orientation Course dinners for attendees and spouses (or significant others) on Invitational Travel Authorization (ITA) orders is authorized.

2.4.1.1. **(Added)**. All AFDW LRS GTOCs will adhere to official GMV use determinations from competent authorities, ensuring consistent support for NCR customers.

3.4.2.5. **(Added)**. Unless otherwise specified by competent authority, ground transportation using organic AFDW-owned or leased GMVs in support of the U.S. Congress, Unified Combatant Commands, Joint Task Force – National Capital Region (JTF-NCR) operations, U.S. Space Force, DAF-sponsored Non-DoW Counterparts, and Foreign Attachés is non-reimbursable.

4.12.3.5.5. **(Added)**. Exemptions are not required for transportation in the following circumstances:

4.12.3.5.5.1. **(Added)**. Diversion of personnel due to Joint Base Andrews runway conditions.

4.12.3.5.5.2. **(Added)**. Support of AF-sponsored Foreign Air Chief Counterpart visits.

4.12.3.5.5.3. **(Added)**. Transportation of repatriates' family members to Dignified Arrival Ceremonies.

4.12.3.5.5.4. **(Added)** Transportation of TDY personnel with government-issued firearms.

4.12.3.5.5.5. **(Added)** Transportation of recent AF Basic Training graduates to DAF Honor Guard technical training school located within the NCR.

4.12.3.5.5.6. **(Added)** Transportation of deploying Security Forces Personnel.

4.12.3.5.5.7. **(Added)** Transportation of TDY 11th Operations Group (11 OG) USAF Band and DAF Honor Guard squadrons.

4.12.3.5.6. **(Added)**. TDY personnel transiting the JBA military terminal may utilize AFDW Ground Transportation U-Drive-It (UDI) vehicles, subject to availability. To maximize efficiency, 316 LRS will establish a secure procedure for the pre-positioning and issuance of UDI assets at the JBA passenger terminal, in coordination with the 89th Aerial Port Squadron. This procedure must ensure positive control and operator accountability are maintained at all times.

4.12.5. **(Added)**. DAF-sponsored event planners must obtain an AF Civil Law and Policy Division (AF/JAC) review of event transportation strategies before submitting support requests to AFDW. This legal review is required to ensure appropriate and authorized use of GMVs.

6.2.2. **(Added)**. To enable the timely transport of 11 OG personnel for ceremonies, potential National Special Security Events (NSSE) and Joint Reception, Staging, Onward Movement, and Integration (JRSOI) support, 11 LRS vehicle operators qualified to operate buses require authorization to access the JBA flightline security perimeter.

DANIEL A. DEVOE, Major General, USAF
Commander, Air Force District of Washington

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

DAFI 24-301, *Ground Transportation*, January 9, 2026

DoD Administrative Instruction 109, *Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area*, March 31, 2011, Incorporating Change 2, February 22, 2022

AFDW/CC Memorandum, *Interim Policy on Ground Transportation Support for Distinguished Visitors and USAF General Officers in the National Capital Region*, August 14, 2006

HQ USAF/A4L Memorandum, *Policy Clarification Request – AFI 24-301, Vehicle Operations, Event Participation*, May 21, 2009

SAF/IA Memorandum, *AFDW/CC International Affairs Support*, May 23, 2023

HQ USAF/A4LE Memorandum, *Exception to Policy – Transportation for Senior Leader Orientation Course*, July 16, 2014

HQ AFDW/JA Memorandum, *Commercial Terminal Transportation Support Exception to Policy Requests Concerning the Counterpart Visit Program (CPV) and Senior Statesmen Symposium*, June 16, 2016

HQ AFDW/JA Memorandum, *GMV Commercial Terminal Transportation Support for TDY Personnel - AFDW Supplement to DAFI 24-301*, February 9, 2026

Prescribed Forms

None

Adopted Forms

DAF Form 847, Recommendation for Change of Publication

Office Symbols

AFDW/CCP – Ceremonies and Protocol

AFDW/A4L – Logistics, Engineering & Force Protection Directorate Logistics Division

Abbreviations and Acronyms

AF - Air Force

AFDW – Air Force District of Washington

APS – Aerial Port Squadron

DAF – Department of the Air Force

DAFGO – Department of the Air Force General Officer

DTD – Domicile to Duty

DV – Distinguished Visitors

EMP – Executive Motor Pool

GMV – Government Motor Vehicle

GTOC – Ground Transportation Operations Center

ITA – Invitational Travel Authorization

JBA – Joint Base Andrews

JBAB – Joint Base Anacostia-Bolling

JRSOI – Joint Reception, Staging, Onward Movement, and Integration

JTF-NCR – Joint Task Force – National Capital Region

LRS – Logistics Readiness Squadron

NCR – National Capital Region

OPR – Office of Primary Responsibility

POV – Privately Owned Vehicles

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.

Department of the Air Force—One of three military departments within the Department of Defense. It encompasses both civilian employees and uniformed members of the United States Air Force (USAF) and the United States Space Force (USSF or Space Force). The abbreviation "DAF" is used to indicate applicability to both the USAF and USSF at all levels.

Pentagon Executive Motor Pool—Provides official executive transportation at a level commensurate with the responsibilities of a cabinet-level agency at the seat of Government in the Pentagon area for DoW personnel of the Office of the Secretary of War, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Military Departments, and visiting dignitaries.

Local Commercial Transportation Terminals—All air passenger terminals, rail and bus depots; Washington Reagan National Airport, Washington Dulles International Airport and Baltimore-Washington International Airport.

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.

Attachment 2**POSITIONS AUTHORIZED USE OF PENTAGON EXECUTIVE MOTOR POOL****Figure A2.1.** Positions Authorized Support from the Pentagon Executive Motor Pool.Air Force Positions

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)
PDAS for Acquisition (PDAS SAF/AQ)
Assistant Secretary for Manpower, Reserve Affairs (SAF/MR)
Assistant Secretary for Installations, Environment and Logistics (SAF/IE)
Assistant Secretary for Space Acquisition and Policy (SAF/SQ)
General Counsel (SAF/GC)
Director of Administration and Management (SAF/AM)
Principal Cyber Advisor for the Department of the Air Force (SAF/CA)
Chief Information Officer (SAF/CN)
Inspector General (SAF/IG)
Deputy Under Secretary of the Air Force (International Affairs) (SAF/IA)
Office of Competitive Capabilities (SAF/OC)
Deputy Chief of Staff, AF Studies & Analyses, Assessments (SAF/SA)
Surgeon General (AF/SG)
Auditor General (SAF/AG)
Chief of Staff to the Secretary of the Air Force (SAF/OS)
Director of Staff (AF/DS)
Director of Staff (SAF/DS)
Deputy Chief of Staff, Personnel (AF/A1)
Deputy Chief of Staff, Intelligence, Surveillance and Reconnaissance (AF/A2)
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/A5/7)
Deputy Chief of Staff for Warfighter Communications and Cyber Systems (AF/A6)
Deputy Chief of Staff, Plans and Programs (AF/A8)
Deputy Chief of Staff, Strategic Deterrence & Nuclear Integration (AF/A10)
Judge Advocate General (AF/JA)
Chief Air Force Reserves (AF/RE)
Chief Master Sergeant of the Air Force (AF/CCC)

Space Force Positions

Vice Commander, US Space Force Command (USSF/CV)
Deputy Chief of Space Operations for Personnel (USSF/ S1)
Deputy Chief of Space Operations for Intelligence (USSF/S2)
Deputy Chief of Space Operations for Operations (USSF/S3/4/7)
Deputy Chief of Space Operations for Strategy, Plans, Programs and Requirements (USSF/ S5/8)
Chief Technology and Innovation Officer (USSF/S6)
Director of Staff (USSF/DS)
Senior Enlisted Advisor (USSF/SEA)