



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH ARMY
UNIT #15236
APO AP 96271-5236

EACG

23 MAR. 2018.

MEMORANDUM FOR All Eighth Army Assigned Soldiers and Civilian Employees

SUBJECT: Eighth Army Command Policy Letter #18, Non Tactical Vehicle Official Use, Assignment, and Leasing

1. References:

- a. Title 31, United States Code, Section 1344.
- b. Department of Defense (DoD) Manual 4500.36, Acquisition, Management, and Use of DoD Non-Tactical Vehicles, 7 July 2015.
- c. Department of Defense Regulation 5500.07-R, Joint Ethics Regulation (JER), 30 August 1993 (CH 7, 17 November 2011).
- d. Army Regulation (AR) 58-1, Management, Acquisition and Use of Motor Vehicles, 12 June 2014.
- e. Eighth Army Regulation (EA Reg) 58-1, Management and Use of Non-tactical Vehicles, 01 March 2010.

2. Purpose. To provide policy and procedural guidance for the official use, assignment and leasing of Army non-tactical vehicles (NTVs) and sport utility vehicles (SUVs).

3. Background.

a. NTVs are distributed across the Korean Theater of Operations (KTO) and are used to perform many different tasks at all levels, and without proper supervision, unauthorized activities may reduce the effectiveness of this asset.

b. Allegations concerning fraud, waste, or abuse of government property (NTVs) were frequently reported within the KTO. The Eighth Army Commanding General ordered an assessment of 8A and its subordinate commands to survey compliance to responsibilities, management, acquisition, and use of Army owned, leased, or otherwise controlled NTVs assigned to Eighth Army. The Eighth Army Inspector General conducted a NTV Management Inspection during period of 01-29 February 2016. The findings of this inspection showed that some units did not have justifications for additional NTVs, and half of the units inspected did not maintain a vehicle request log to track accumulated mileage.

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c. Eighth Army has developed this policy regarding the use of NTVs within the KTO in order to provide guidance for the use of these assets and to prevent fraud, waste, and abuse of government resources.

4. Discussion.

a. The use of Army-owned or controlled NTVs are for official purposes only. Examples of official and restricted uses of NTVs include (but not all inclusive):

(1) Official Ceremonies. Generally, NTVs are used by government employees, both military and civilian personnel, who are actively participating in official ceremonies (e.g., change of command, parades, promotions, retirements, unit activation/inactivation, funerals, military or civilian officials attending such official ceremonies in their official capacity, not just attending etc.).

(2) Authorized Activities. Non-tactical vehicles are used to support authorized activities such as installation-sponsored athletic teams, morale, welfare, and recreation groups, patient therapeutic programs, and chaplain programs when the commander determines that failure to provide such service would have an adverse effect on the morale of Soldiers, Family Members, and DoD Civilians. Units may provide transportation to Soldiers for scheduled appointments that require their attendance if shuttle bus services are not available (e.g., record checks, physical, dental, or hospital outpatient appointments, etc.) versus a doctor's appointment made by the Soldier. NTVs cannot be used by the Soldier for personal appointments. Therapeutic programs are those requiring someone else to drive them due to inability to walk/use other transportation.

(3) Transportation to an Employee's Residence. Unless waived by the Office of the Secretary of the Army, non-tactical vehicles are not authorized to transport government employees between their home and their place of duty or employment on a regular basis. NTVs are authorized to be used for pickup or drop off of gear or luggage used for missions, TDY, or PCS purposes. NTVs will not be parked at Enlisted or Officer Bachelor quarters or in the housing areas overnight. All transportation to official after-hours functions will begin and end at the individual's normal place of duty, unless waived by name approval granted by the Office of the Secretary of the Army.

(4) Personal Errands or Side Trips. Non-tactical vehicles are not authorized for personal errands or side trips unless the rules for temporary duty (TDY) status apply (see paragraph 4a(5) below). For example, a government employee, not on TDY status, is not authorized to drive a NTV to a bank to cash a personal check or to the dry

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cleaners to pick-up dry cleaning even if the bank or dry cleaners are on the exact route to or from a location/event where use of the NTV is authorized and no additional mileage or usage to the NTV is incurred. Unless designated by post regulations, an employee is on official government business, or on TDY, non-tactical vehicles are not used for transportation to or parked at commissaries, Post Exchanges (including all concessions), bowling alleys, or officer/non-commissioned officer clubs. Additionally, NTVs are not used to pick up or deliver items or supplies that are required for any unofficial functions or activities such as office coffee fund or office luncheons.

(5) Employees on TDY status. For employees on TDY status, use of a NTV is authorized for transportation between the person's temporary lodging and the place where the person's presence is required for official business. Further, in the absence of regularly scheduled public transportation, or where its use is impractical, an employee on TDY status may operate a NTV between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, and similar places required for the comfort or health of the member, and which fosters the continued efficient performance of Army business. Using a NTV to travel to or from commercial entertainment facilities (e.g., professional sports, concerts, etc.) is not authorized. Additionally, in respect to this policy letter, rotational units are not to be considered in TDY status. Rotational units are addressed in paragraph 4b(2) below.

(6) Transportation of a Spouse. The spouse of a government employee may commute in a NTV only when accompanying the military member or civilian employee in the NTV. The use of a NTV is for an official purpose, and there must be space available for the spouse in the NTV. Using a larger NTV or an additional NTV to transport a spouse is not authorized.

(7) Transport to and from an airport. Eighth Army personnel will not use non tactical vehicles (NTVs) to pick-up and drop-off personnel upon arrival to and departure from commercial air terminals in Korea as a matter of standard practice. This policy is consistent with the DoD's determination that NTVs are the least appropriate means of transportation to and from air terminals. Exceptions based strictly on mission need is endorsed by the first O-6 commander in the requesting unit's chain of command or O-6 staff principal in the chain of command. See enclosure: Use of Non Tactical Vehicles to Pick-up and Drop-off Passengers Upon Arrival to and Departure from Commercial Air Terminals in Korea, for specific details on the limitations of utilizing NTVs to transport personnel to and from the airport. Rank, position, prestige, or personal convenience are not justifications for NTV pick-up and drop-off, in accordance with DoDM 4500.36, Enclosure 5, paragraph 1a(8)(g).

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(8) Alcohol and smoking. The consumption of and transportation of alcoholic beverages and smoking in NTVs are prohibited.

(9) All personnel who use NTVs will adhere completely with the references cited in paragraph 1 above and this policy.

(10) Authorized Use of SUVs. Rules concerning the authorized use of NTVs also apply to the use of SUVs with the following additional restrictions:

(a) Sport utility vehicles will not be used to enhance the comfort or prestige of any individual, regardless of grade or rank.

(b) SUVs (4x4) are only authorized for Emergency (Police/Fire) services, range control, or those facilities located on unimproved roads i.e. Signal Sites (AR 58-1). Non-Tactical vehicles will not be taken to field locations.

(c) The use of the smallest, most fuel-efficient vehicle capable of meeting mission requirements is required for use.

(d) When a Class II sedan or light duty pickup truck meets mission requirements, and is available, a SUV will not be used, except for special requirements (e.g., inclement weather or off-road use).

(e) SUVs are not used exclusively as passenger-carrying vehicles when a sedan, van, carryall, bus, taxi, or public transportation can meet mission requirements.

b. Assignment of NTVs in the transportation motor pool (TMP).

(1) When determining NTV Requirements, assignments will be based on the following categories:

(a) Class A - Continuing Assignments. Personnel authorized Class A assignments shall not use such for other than actual performance of official duties, nor shall such vehicles be reassigned to personnel not authorized or qualified to use them. This category includes two sub-categories:

- Individuals designated by the Secretary of Defense
- Individuals designated by the Secretary of the Army

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(b) Class B - Recurring Dispatch. This category includes those NTVs assigned on a daily recurring basis for conducting official business. These NTVs will not be assigned for conveniences so as to avoid the use of pool vehicles (Class C assignments). As a general rule, Class B dispatches should not exceed 50% (except special purpose) of an installation or activity's NTV fleet. Documentation for Class B dispatches shall contain specific rationale for the vehicle and identify why scheduled bus or Class C vehicles will not satisfy the requirements. Additionally, the justification will include the TDA authorization level of the organization and identify whether the requested vehicle(s) are lifecycle replacements, and if so identify the vehicle(s) being replaced. Requesting units will prepare EA Form 189 and turn in the form to the local TMP for class B dispatches. The requesting unit and servicing LRC will maintain copies of the EA Form 189 for record.

(c) Class C - Pooled Vehicles. Class C assignments are encouraged and are normally provided to most TMP customers. Utilization of this type of dispatch provides better management of TMP vehicles and increased customer service. Requesting units will prepare EA Form 571 and turn in the form to the local TMP for a class C dispatch. The requesting unit and servicing LRC will maintain copies of the EA Form 571 for record.

(2) The Headquarters, Eighth Army Staff is authorized two Class B dispatches per primary staff section. Major Subordinate Commands (MSCs) and Staff sections will not automatically increase their number of NTVs based on this policy. General Officer level MSCs are authorized two Class B dispatches within their primary staff section. Brigade level organizations are authorized two Class B dispatches. Battalion level organizations are authorized one Class B dispatch. Company, Troop, Battery, and Detachment level organizations that are not co located with their parent organizations are authorized one Class B dispatch once justification is approved that no other services are available. Additional NTV passenger requirements are filled by area Class C dispatch support if vehicles are available. Any increase, even if authorized, will be endorsed by the first O-6 commander in the requesting unit's chain of command or O-6 staff principal in the chain of command. The Exception to Policy will be submitted thru the Eighth Army G4 Mobility Section for staffing. Final approval will be granted by the Eighth Army Deputy Commanding General (Sustainment) or designated representative.

- Rotational Units that are not authorized POVs by their command will be authorized an increased number of NTVs in order to facilitate the Relief in Place/ Transfer of Authority (RIP/TOA) process and/or meet operational requirements. Without an approved exception to policy, rotational units are authorized the following vehicle density: Rotational Brigade level organizations are authorized two Class B dispatches.

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Battalion level organizations are authorized five Class B dispatches. Company, Troop, Battery, and Detachment level organizations that are not co-located with their parent organizations are authorized one Class B dispatch once justification is approved. Any increase, will be endorsed by the first O-6 commander in the requesting unit's chain of command or O-6 staff principal in the chain of command. The Exception to Policy will be submitted through the Eighth Army G4 Mobility Division for staffing. Final approval will be granted by the Eighth Army Deputy Commanding General-Sustainment (DCG-S) or designated representative.

(3) NTVs are not assigned to units on a permanent basis without full justification why established shuttle buses, Class C dispatch support, or other scheduled commercial bus or train (such as the Korea Train Express) services are inadequate to satisfy mission requirements.

(a) Bus transportation. Units will maximize use of assigned buses before requesting support from 403rd AFSB. When units require bus transportation support, they will contact their supporting LRC and request bus support via EA Form 581 signed by the unit's commander. It is the requesting organization(s) responsibility to provide a licensed bus driver and assistant driver. If no organic bus drivers are available, organization(s) will submit bus support request utilizing the available Korean National (KN) or Korean Service Corp (KSC) workforce services. It is the organization(s) responsibility to pay any overtime cost incurred and all fuel costs for the requested mission. Units that request buses to be assigned as a class B dispatch must submit EA Form 189 to the local LRC with justification for use of a permanently assigned bus.

(b) The local LRC will analyze EA Form 581s to determine if the mission will extend beyond the normal duty day for KN or KSC drivers (8 hours), if so, the request will be returned to the unit for approval by the first O-6 in the requesting unit's chain of command. If Korean National workforce or KSC drivers are not available to support the mission, organization(s) may request to use commercial bus support. Commercial bus support will be funded by the requesting organization(s) in the same manner as paying for overtime of KSC or KN drivers. All EA Form 581s requesting commercial bus requests must be approved by the first O-6 commander in the requesting unit's chain of command. Organization(s) will request cost estimates for both KSC and commercial bus support from the supporting LRC in order to select the most cost effective option while still maintaining full mission support.

(4) Underutilized "Class B" NTVs are identified by respective 403d AFSB Logistic Readiness Centers (LRCs) and returned to the respective TMPs for inclusion back into the "Class C" NTV pool (paragraph 4b(5) discusses utilization review board). Special purpose NTVs on Class B dispatch are exempt.

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(a) Special purpose, non-passenger vehicles, such as installation emergency vehicles (ambulance, fire trucks, military police, maintenance vehicles, etc.) are authorized a Class B dispatch.

(b) The "Class C" fleet is intended to support nonstandard and temporary unit vehicle requirements. Repeated weekly dispatches to the same organization will not be issued for more than three-consecutive weeks in a row. An exception to policy memorandum to Eighth Army is required to waive this restriction.

(5) Eighth Army MSCs will conduct a quarterly Vehicle Utilization Review Board (VURB) to identify NTVs not meeting required utilization goals in accordance with EA Reg 58-1. NTVs failing to meet utilization goals will be placed in a probationary status for one quarter. NTVs failing to meet utilization goals during the next consecutive VURB will be turned in to 403rd AFSB NTV fleet.

(a) NTVs and NTV utilization are tracked by the 403rd AFSB and subordinate LRCs through the use of TMP operating procedures and DD Form 1970 records. LRCs are responsible for providing utilization data via the Vehicle Allocation Methodology Reporting Tool in support of the Eighth Army Quarterly VURB.

(b) Each MSC will provide a memorandum that states the results of the quarterly VURB, signed by the MSC commander. The memorandum will identify the NTVs that did not meet the quarterly utilization criteria established by 8A, but may still be required to be maintained on class B dispatch to the using unit IOT fulfill a mission essential requirement. Additionally, the memorandum will identify the NTVs that were underutilized and will be returned to the 403rd AFSB Class C fleet. The memorandum will include a Retention/Harvest report and Fleet Composition report as attachments in support of the VURB Results Memorandum.

(c) MSC's with NTVs that are identified as underutilized must have a retention memorandum justifying why the vehicle must remain on a class B dispatch. Units will maintain the retention memorandums and provide a copy to 8A G4 Mobility in addition to the VURB Results Memorandum.

(d) Unit commanders will monitor NTV utilization by conducting quarterly inspections of every DD Form 1970 (Motor Equipment Utilization Record) for each NTV under its control. Commanders are responsible to enforce the proper use of a utilization record in order to obtain accurate usage data (see paragraph 4c5 below for more information about DD Form 1970).

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(e) Eighth Army G4, in coordination with the Eighth Army Inspector General, will conduct annual Motor Equipment Utilization Record inspections of each MSC's NTV files in order to enforce proper record keeping.

(f) Eighth Army G4 is responsible for collecting each MSC's VURB results each quarter. The results are then presented to the Eighth Army DCG-S or designated representative for final decision on retention or harvesting of underutilized NTVs.

(g) Eighth Army G4 will also coordinate with DOD Tenant Organizations (DPW, Navy, Jinhae; USMARFOR-K, AFNP-Korea; 19th MP DET (CID); 21st MP DET (CID); SOCKOR; TSAK; 3rd FSSG; USACE-FED) that use LCS-funded NTVs IOT obtain utilization data every quarter, in conjunction with the 8A VURBs. Failure for DOD Tenant Organizations to support 8A VURB efforts may result in harvesting of LCS funded vehicles.

(6) As installations draw down or close, the 403d AFSB will facilitate the redistribution of NTVs among the four LRCs in concert with Eighth Army. Priority is to replace over age and over mileage NTVs and to fill authorized shortages documented on the table of distribution and allowance.

- Assignment of NTVs will be in accordance with Eighth Army policy and unit Authorized TDAs; the 403rd Army Field Support Brigade (AFSB) will account for and maintain the NTV Fleet.

c. Leasing of NTVs. Leasing NTVs is costly and is kept to a minimum. The local LRC will determine if leasing for an NTV is the most viable option to support a requesting unit's mission. The LRC will assist in procuring a leased or rented NTV. Requests for leasing of NTVs will be endorsed by the first O-6 commander in the requesting unit's chain of command or O-6 staff principal in the chain of command. All vehicle leases are in compliance with AR 58-1, paragraphs 3-10 and 3-11, and EA Reg 58-1, paragraph 3-4.

(1) Long-Term Lease: Subject to availability of funds, MACOMs may approve leases of NTVs from commercial sources for up to 12 months (365 days). Requests for Long-Term lease or rental of vehicles for will be routed through Eighth Army G4 Mobility, for analysis and submission to USARPAC for approval. Requests for lease or rental approval will justify the need and certify that other means of transportation are not available or suitable.

(2) Short-Term Lease: Subject to availability of funds, commanders of installations/activities may lease or hire NTVs on their own authority on a short-term

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basis without regard to current vehicle authorizations. Short-term leases will not exceed 60 days, except during major combined and joint exercise periods, or other circumstances where monthly rental is more cost advantageous to the government. NTVs leased in this manner are subject to the stipulations outlined in this policy. Requests to lease or rent commercial vehicles must be submitted through the MSC through HQ Eighth Army (EALO-MLO) G4 Mobility, to the 403rd AFSB via memorandum with the following information:

- (a) Type of vehicle(s) required.
- (b) Date(s) vehicle support is required.
- (c) Detailed justification as to why other on-hand NTVs cannot fulfill the requirement.
- (d) A completed DA Form 3953 (Purchase Request and Commitment).

d. Additional responsibilities. Responsibility for fuel and other requirements. Units using a Class B or C dispatch NTV, leased or rental vehicles are responsible for all fuel costs and any other associated requirements such as vehicle access passes, toll fees, traffic violations, and damages.

(1) Vehicle Information Link (VIL). All NTV vehicles will have VIL key encoded to reflect the using unit's billing information in accordance with 403rd AFSB Installation Property Book Office (PBO) guidelines.

(2) Units that use NTVs will maintain a DD Form 1970 (Motor Equipment Utilization Record) for each NTV. The DD Form 1970 is the basic source for data on the use of NTVs and will be prepared in accordance with the instructions contained in DA Pam 750-8. Installations using locally-developed or MACOM standard equipment management systems to computerize NTV dispatching may substitute local or MACOM prescribed forms, provided the elements of data from the basic forms are captured. Completed copies of DD Forms 1970 will be maintained in TMP files for a period of 90 days, unless further retention is required for administration purposes, to ensure the availability of vehicle operation historical documents for review during the annual VURB.

(3) Any incident involving identified fraud, waste, and abuse will be reported through the chain of command to the Eighth Army G4 Mobility Division and the Eighth Army Inspector General's Office.

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(4) Damaged Vehicles. Units must conduct a pre-inspection to identify any existing damage prior to assuming responsibility of the NTV. The using unit is responsible for all repair costs should damage occur to the NTV while under its control and any Financial Liability Investigation of Property Loss (FLIPL) actions or Statement of Charges against individuals (AR 58-1).

5. Proponent. The proponent for this policy is the Eighth Army G4 at DSN 315-755-8255 or commercial 0503-355-8255.



MICHAEL A. BILLS
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Encl
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HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237
APO AP 96205-0010

FKCS-D

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Use of Non Tactical Vehicles to Pick-up and Drop-off Passengers Upon Arrival to and Departure from Commercial Air Terminals in Korea

1. Reference: DoDM 4500.36, Acquisition, Management, and Use of DoD Non-Tactical Vehicles, 7 July 2015.

2. Policy: USFK will not use non tactical vehicles (NTVs) to pick-up and drop-off personnel upon arrival to and departure from commercial air terminals in Korea as a matter of standard practice. This policy is consistent with the DoD's determination that NTVs are the least appropriate means of transportation to and from air terminals. Directorate chiefs will approve exceptions based strictly on mission need and subject to the below limitations.

a. Rank, position, prestige, or personal convenience are not justifications for NTV pick-up and drop-off, in accordance with DoDM 4500.36, Enclosure 5, paragraph 1a(8)(g).

b. Directorates may use USFK controlled NTVs for trips between temporary quarters/duty location and commercial terminals only when:

(1) Official non-DOD visitors have been *invited* to participate in DOD activities, provided that NTV use does not impede other primary mission activities;

(2) Passengers are authorized domicile-to-duty transportation, for example, Commander, UNC/CFC/USFK;

(3) There is an emergency situation or a security requirement dictating NTV use. Determinations will be made on a case-by-case basis and must be documented; or

(4) Other means of transportation are not available or cannot meet mission requirements in a responsive manner. The applicable circumstances must be documented. These circumstances typically include, but are not limited to:

(a) The passenger arrives/departs between the hours of 2200 and 0600;

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(c) The passenger and other official travelers in his or her party has extensive non-personal baggage and/or equipment used to support the mission.

3. Arriving and Departing Distinguished Visitors and personnel assigned to USFK (including GO/FO/SES) will use the following methods of transportation unless the conditions of Paragraph 2(b) are met. Directorate chiefs will document any decision to use an NTV under the conditions of Paragraph 2(b) with an explanation why the below methods are inadequate.

- a. Free DOD-contracted bus departing from Dragon Hill Lodge.
- b. Public transportation.
- c. Hotel shuttle or commercial taxi service.

4. Point of contact for this memorandum is Mr. Claude E. Hunter, Chief, USFK Protocol, 723-7930, claud.e.hunter.civ@mail.mil.



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