



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

IMWB-ZA

09 July 2012

MEMORANDUM FOR All Members of the USAG Wiesbaden Community

SUBJECT: U.S. Army Garrison Wiesbaden Command Policy Letter 24, Non-tactical Vehicle (NTV) Official Use Guidelines

1. References:

- a. Title 31, US Code, Section 1344.
- b. Article 92, Uniform Code of Military Justice (UCMJ), Failure to Obey a Lawful Order or Regulation.
- c. Article 121, UCMJ, Wrongful Appropriation of Government Vehicles.
- d. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 Aug 04.
- e. Memorandum, Secretary of the Army, 22 Jan 07, Subject: Policy for Travel by Department of the Army.
- f. DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, 16 Mar 07.
- g. AE Regulation 58-1, Management, Acquisition, and Use of Non-tactical Vehicles, 25 Apr 07.

2. Purpose: This policy sets NTV official use guidelines for military and civilian personnel assigned within the USAG Wiesbaden. This policy also provides a basis for investigation of suspected violators by Military Police (MP) performing law enforcement duties within the USAG Wiesbaden area of responsibility (AOR).

3. Applicability: This policy establishes responsibility for all units, activities, and staff elements receiving NTV support from USAG Wiesbaden. An NTV is a vehicle that is owned or commercially leased by the Department of Defense (DoD) or provided for DoD use by the General Services Administration (GSA).

4. Policy: NTVs are for use in completing DoD missions, i.e., functions, activities or operations.

- a. The use of Army owned or leased NTVs are for official purposes only. The DoD policy is to resolve questions on official use in favor of strict compliance with law and regulations. Because

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each situation is fact-specific, commanders are encouraged to consult with the Staff Judge Advocate (SJA) Office.

b. Determination of official use takes into account all factors, including whether the use is essential for successful completion of a DoD function, activity, action or operation, and whether the use is consistent with the purpose for which the vehicle was acquired.

c. In accordance with the Secretary of the Army policy, the following uses of NTVs are not permissible:

(1) Personal errands or side trips for unofficial purposes by military personnel, civilian employees, or their family members.

(2) Transporting a spouse or visitors without an accompanying DoD sponsor on official business.

(3) Transportation to an official ceremony such as change of command, parade, promotion, retirement, unit activation/deactivation, field demonstration, funeral or other similar events in a personal (as opposed to official) capacity.

(a) Examples of personal capacity include personal friendship, family ties or prior professional relationship with the honoree or the unit. Under this analysis, it is not permissible to use government transportation to attend a farewell luncheon or similar events.

(b) In limited circumstances, commanders can approve transportation for general attendance at events of significant public interest after the request has been reviewed by the senior public affairs and legal advisors. When such travel is approved, it will be by mass transportation rather than individual vehicles.

(4) Transportation to private social functions.

(5) Transportation to official after-hours functions, e.g. official meetings, presentations, or speeches, requires prior approval from the traveler's supervisor as an exception to policy. In addition, travel must begin and end at the normal place of duty.

d. Other specific statutory, DoD, and Department of the Army guidance on official use:

(1) Transportation may not be provided solely for reasons of rank, position, prestige, or personal convenience.

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(2) Domicile to work transportation violates federal law, except as specifically provided for by law or personally approved by the Secretary of the Army (designated positions, and by-name designations). Travel to an official function, other than for temporary duty (TDY) travel, that begins or ends at the traveler's home is considered domicile to work transportation.

(3) Transportation between home or place of duty and commercial or military transportation terminals is generally not allowed unless the commander determines that the terminal is located where no other means of transportation is available or such transportation cannot meet mission requirements. However, to meet United States Army Europe (USAREUR) requirements of sponsorship, retention, and quality of life, commanders may authorize sponsors to use NTVs to pick up Soldiers/civilians at commercial or military terminals when they arrive in country. Before authorizing use of NTVs for this purpose, commanders must consider and determine that the sponsorship bus (S-bus) does not satisfy mission requirements.

(4) Commanders may also authorize NTV use to accomplish in-and-out processing activities when DoD-scheduled transportation (e.g., shuttle buses) or public transportation is not capable of responsively meeting mission requirements. Commanders may not base a decision to authorize use of an NTV on the rank or position of the incoming Soldier/civilian, or of the sponsor.

(5) The general rule is that spouses or other Family members will not accompany government employees on official business at government expense. The spouse of a government employee may travel in an NTV when:

(a) Accompanying an official traveler to an official event when there is space available in the vehicle and the government incurs no additional cost (i.e., official passengers are not bumped and a larger vehicle is not used to make room for the spouse).

(b) Required for reasons of security.

(6) A spouse may travel at government expense in the spouse's own right when:

(a) Supporting an official volunteer program and the use of an NTV is part of the volunteer job description (such as a registered volunteer with a family support group or Army Community Service, when the volunteer job description includes the use of an NTV).

(b) Conferring with DoD officials on DoD matters and performing a direct service to DoD (e.g., speaking at the Senior Officer Training Program). Orders may be issued by the sponsoring command after consultation with the servicing SJA office.

(c) Attending service-endorsed training courses of briefings (e.g. Pre-Command Course, Brigadier General Training Course, and Anti-Terrorist Training Course).

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(7) Transportation may be approved for group activities such as installation athletic team events, Morale, Welfare and Recreation (MWR) activities, and chaplain's programs when the commander determines that failure to provide transportation would have an adverse effect on morale.

(8) On-duty MPs may eat or purchase food at on-caserne facilities within the garrison AOR where they are employed. In the event no on-caserne facility is available within the patrol's AOR, that patrol may stop to pick-up food on a "take-out" basis from an off-caserne facility. The MP must remain in an on-duty status while eating and respond if called.

e. TDY / Temporary Change of Station (TCS) Vehicle Use:

(1) TDY status does not necessarily justify NTV travel. Use of NTV is predicated on need, distance, and other conditions, including availability of public transportation.

(a) When NTV use is authorized at the TDY site, the NTV may be used for transportation between TDY lodgings and the duty site.

(b) Transportation to entertainment or recreational facilities is prohibited, but if public transportation is impractical, the NTV may be used to travel to local restaurants, places of worship, drugstores, barber shops, laundries, physical training facilities, and similar places for health and comfort.

(2) Vehicles rented by government employees, when the employee pays the rental company directly and is later reimbursed under TDY orders, are not considered government vehicles for purposes of official use restrictions. Reimbursement is limited to costs associated with official use of the vehicle. Any costs for off-duty, unofficial use are the employee's personal expense (for example, gas, mileage, and insurance). Vehicles rented under a government contract, for which the employee does not pay and claim reimbursement, are government vehicles and are restricted to official use policies.

(3) Personnel on TCS orders are authorized official travel consistent with the rules for TDY travel outlined in paragraph 4e of this policy letter.

f. Shuttle Bus Service:

(1) Shuttle bus services are provided fare-free, operated with appropriated funds, and may be provided to the following authorized personnel:

(a) Military personnel and DoD employees traveling between offices and work areas of installation(s) or activity during designated hours when justified by patronage.

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(b) Enlisted Soldiers traveling between troop billets, places of duty, and dining and fitness facilities, if the commander determines that the travel is incident to performance of duty.

(c) Contractor personnel of the DoD conducting defense business.

(d) Non-DoD employees of federal agencies on official business.

(2) When space is available on scheduled shuttle buses, transportation may be provided to the following passenger categories:

(a) Off-duty military personnel or DoD civilian employees.

(b) Reserve Soldiers and National Guard members.

(c) Family members of active duty personnel.

(d) Retirees.

(3) Shuttle bus services will not include housing, recreational, or shopping areas unless such areas cannot be reasonably avoided in serving the authorized locations.

g. MPs will conduct investigations into suspected violations of NTV official use guidelines on DA Form 3975, MP report. Neither supervisors nor commanders can waive the provisions of federal law by authorizing the unlawful use of an NTV. Violators of this policy may be punished under the UCMJ and/or appropriate administrative regulations as to be determined by each specific case or situation.

5. Point of contact for this memo is Mr. Heinz W. Kaffenberger, Director of Logistics, who may be reached at DSN: 337-1340 / CIV: 0611-705-1340, or via e-mail: heinz.w.kaffenberger.ln@mail.mil.



DAVID H. CARSTENS
COL, MI
Commanding