

INFORMATION PAPER

SUBJECT: Use of Non-tactical Vehicles (NTVs)

1. Purpose. To explain the rules for use of Government owned or leased NTVs.
2. References:
 - a. DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, 16 Mar 07
 - b. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 12 Jun 14
3. General Rule. Army personnel may use DoD owned, leased, or operated NTVs only for official purposes. Transportation by NTV is not allowed when the justification is based solely on basis of rank, position, prestige, or personal convenience. See DoD 4500.36-R, paragraph C2.5.1 and AR 58-1, paragraphs 2-3 and 2-4.
4. Motor Vehicle Transportation. When motor vehicle transportation is necessary to accomplish an official purpose, consider the following methods in the order shown to the extent they are available and capable of meeting mission requirements:
 - a. DoD-scheduled bus service;
 - b. Scheduled public transportation;
 - c. DoD NTV;
 - d. Voluntary use of Privately Owned Vehicles (POVs) (reimbursable);
 - e. Taxicab (reimbursable).

See DoD 4500.36-R, paragraph C2.8 and AR 58-1, paragraph 2-1b.

5. Official Use. Generally, official use involves activities that are necessary to accomplish the mission. In addition to typical mission-related use, authorized use of NTVs may include:
 - a. Transportation of certain groups (MWR group activities, Chapel programs, etc.) when the commander determines that failure to provide transportation will adversely affect morale. See DoD 4500.36-R, paragraph C2.5.5 and AR 58-1, paragraph 2-3e.
 - b. Transportation provided to those "officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities." See DoD 4500.36-R, paragraph C2.5.6 and AR 58-1, paragraph 2-3a.
 - c. Transportation to or from an appointment scheduled by the Army that requires a Soldier's attendance (as opposed to an appointment made by the soldier). If available, the Soldier should use regularly scheduled shuttle bus service or public mass transportation. See AR 58-1, paragraph 2-3d.
 - d. Temporary Duty (TDY). When it is to the Government's advantage, a commander may authorize use of an NTV for TDY travel; however, where there is adequate Army or DoD bus or public transportation available, the use of an individual NTV or rental vehicle is prohibited. When authorized for use while on TDY, personnel may use an NTV to travel between places of official duty and temporary lodgings. If regularly scheduled public transportation is not available or is impractical, personnel on TDY may also use NTVs to

travel between places of business or lodging and eating establishments, barber shops, drugstores, places of worship, and similar places. However, personnel may not use NTVs to travel to or from commercial entertainment facilities (professional sports venues, amusement parks, movie theaters, etc.) See AR 58-1, paragraph 2-3j.

e. Transportation to Terminals. Use of an NTV for travel to a commercial or military airport is permissible if the terminal is located where other means of transportation are not available or cannot meet mission requirements in a responsive manner. DoD 4500.36-R, paragraph C2.5.3.2 and AR 58-1, paragraphs 2-3i and 4-6. This determination must be made based on local conditions, and it should be documented.

f. Permissible Operating Distance (POD) Since it is usually more economical to use commercial carriers to transport personnel and cargo outside the immediate area of an activity, a one-way distance of 100 miles is considered the permissible operating distance (POD) for NTVs. Commanders of installations or activities authorized NTVs may establish a larger POD pursuant to the needs of their commands. See AR 58-1, paragraph 2-2e.

6. Prohibited Uses. Official use does not include transportation to private social functions, personal errands or side trips for unofficial purposes, transportation of dependents or visitors without an accompanying official, or to support a non-DoD activity unless specifically approved in accordance with Army regulations. Other prohibitions include:

a. Transportation to and from a place of residence (domicile), unless "Domicile-to-Duty" transportation is approved in writing by competent authority.

b. Transportation to, from, or between any location for the purpose of conducting personal business or other personal activities by military or civilian personnel, their family members, or others. See DoD 4500.36-R, paragraph C2.5.3 and AR 58-1, paragraph 2-4.

c. A civilian employee who willfully uses or authorizes the use of a Government vehicle or aircraft for other than an official purpose shall be suspended without pay for a minimum of one month. See 31 US Code Section 1349(b) and AR 58-1, paragraph 1-6a. A Soldier who misuses a Government vehicle is subject to discipline under the Uniform Code of Military Justice.

7. Spouse Travel. The spouse of a Government employee may travel in an NTV only when accompanying his or her sponsor, to accomplish official business, and when approved in advance. The spouse may only travel space available, at no additional cost to the Government, and accommodating the spouse may not require a larger or additional vehicle. See AR 58-1, paragraph 2-3b.