



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

IMWB-ZA

MEMORANDUM FOR All Members of the United States Army Garrison (USAG)  
Wiesbaden Community

SUBJECT: USAG Wiesbaden Command Policy Letter #24, Non-Tactical Vehicle (NTV)  
Official Use Guidelines

1. References:

- a. Title 31, US Code, Section 1344, 1 Feb 10.
- b. Article 92, Uniform Code of Military justice (UCMJ), Failure to Obey a Lawful Order or Regulation.
- c. Article 121, UCMJ, Larceny and Wrongful Appropriation.
- d. DoDI 4500.36, Acquisition, Management, and Use of Non-Tactical Vehicles (NTVS), 31 Dec 19.
- e. AR 58-1, Management Acquisition, and Use of Motor Vehicles, 23 Mar 20.
- f. AER 58-1, Management, Acquisition, and Use of Motor Vehicles, 25 Apr 07.
- g. Army Directive 2017-05, Secretary of the Army Policy for Travel by Department of the Army Senior Officials, 18 Jan 17.

2. Purpose: This policy sets NTV official use guidelines for Army-owned, General Services Administration (GSA) obtained, or commercially leased NTVs applicable to all users of NTVs. 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 in the USAG Wiesbaden AOR. An NTV is one that is owned or commercially leased by the Department of Defense (DoD) or provided for DoD use by the GSA.

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

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a. The use of Army-owned or leased NTVs is for official purposes only. The DoD policy is to resolve questions on official use in favor of strict compliance with law and regulations. Because each situation is fact-specific, commanders are encouraged to consult with their servicing Judge Advocate.

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 of 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, Military Balls, Dining-outs, and Hail and Farewells or when space is not available in the NTV.

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

(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: 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 DA 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 unless specifically justified as in the best interest of the Government and approved in advance.

(3) Transportation between home or place of duty and commercial or military terminals is generally not allowed unless the terminal is located where non-U.S. Government means of transportation (e.g., scheduled train or bus service) are unavailable. However, to meet European 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. Transportation via Patriot Express is available to and from Ramstein Airbase.

(4) Unless special approved by the commander see reference 1© or activity director, NTVs will not be used in or near the PX, commissary, and or other shopping facilities. If use of an NTV is required in these areas, a letter of authorization signed by the commander or activity director shall be affixed in both front and rear windows for the vehicle while parked at the facility. The exception to this rule is if the individual is TDY or on official business.

(5) Commanders may also authorize NTV 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.

(6) 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: 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).

(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. This service will not be provided to the exclusion of mission needs and it will not be used to generate requirements for additional NTVs.

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(8) On-Duty MPs may eat or purchase food at-kaserne facilities within the garrison AOR where they are employed. In the event no kaserne facility is available within the patrol's AOR, that patrol may stop to pick-up food on a "take-out" basis from an off-kaserne 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 commercial entertainment or recreational facilities is prohibited.

(c). If public transportation is impractical, the NTV may be used to travel to local restaurants, places of worship, drugstores, barbershops, 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 government use restrictions. Reimbursement is limited to costs associated with the 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 Temporary Change of Station (TCS) orders are authorized official travel consistent with the rules for TDY travel outlined in paragraph 4e.

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 the 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 facilities, commanders must determine if the travel is incident to performance of duty.

(c). Contractor personnel of the DoD conducting official 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.

(e). Visitors of the installation.

(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. 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.

5. Questions concerning specific situations pertaining to the use of NTVs should be directed to the servicing Judge Advocate office and can also be addressed to Mr. Heinz W. Kaffenberger at DSN: 546-6002, COM: 0611-143-546-6002 or Email: [heinz.w.kaffenberger.ln@mail.mil](mailto:heinz.w.kaffenberger.ln@mail.mil).



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