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Transportation
LOCAL TRANSPORTATION PROCEDURES

FOR THE COMMANDER:

OFFICIAL:

RICHARD J. BALL
Colonel, GS
Chief of Staff

Eyonda M. Williams
EYONDA. M. WILLIAMS

Interim Director, Garrison Human Resources

History. This publication is being updated to reflect appropriate changes to the Local Transportation Procedures on Fort Leonard Wood (FLW).

Summary. This regulation establishes policies and procedures for local transportation on FLW.

Applicability. This regulation applies to activities on FLW requiring local transportation guidance and awareness of entitlements.

Proponent and execution authority. The proponent agency of this regulation is the Logistics Readiness Center (LRC).

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Headquarters, United States Army Maneuver Support Center of Excellence (MSCoE).

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Director, LRC, (ASCW-LLW-T), Fort Leonard Wood, MO 65473-8935.

Distribution: Electronic medium only and posted on the Fort Leonard Wood web site.

*This regulation supersedes FLW Reg 55-34, dated 15 August 2002.

Summary of Changes

To

FLW Reg 55-34, Local Transportation Procedures

FLW Reg 55-34, 15 August 2002 has undergone major revisions.

- AR 58-1, and FLW 58-1 both identify operations and management of motor vehicle for optimum use in support of mission requirements and identify when POVs can be considered as a means of transportation for official business and identifies the permissible operating distance for which local travel applies in the FLW area of operations.
- This regulation identifies the procedures to be used to provide reimbursement for POV use when necessary to complete mission requirements when other government transportation is not available.
- Optional Form 1164, is used to substantiate the claim for POV mileage and is submitted in DTS as a local voucher. Forms are routed to the appropriate approving authorities via DTS routing systems in the units.
- Incorporate: The use of POVs; although they cannot be directed for use nor can they be prohibited from use, can be used by personnel when NTVs are not available to meet mission requirements.

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1. Purpose

To establish local transportation policies and procedures for military and civilian personnel of this command and other activities operating on the installation; define local travel as it is associated with the Permanent Duty Station (PDS) while conducting essential Government business within and around Fort Leonard Wood (FLW).

2. References

Required and related publications are listed in Appendix A.
Required Forms are listed in Appendix B.

3. Explanation of Acronyms and Abbreviations

Acronyms and abbreviations used in this regulation are explained in the glossary.

4. Policies

a. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, outlines policies concerning the utilization of non-tactical vehicles (NTVs) and when it is appropriate to approve the use of privately owned vehicles (POV) for government business. Prior to approving the use of a POV the following methods of transportation will be considered: shuttle bus; unit class B vehicles; class C vehicle availability.

b. The Local Area or PDS is established by the senior commander and has been specified as the Permissible Operating Distance (POD) in FLW 58-1, Chapter 10 as a radius of 35 miles of FLW, MO with the following approved exceptions:

- (1) Lake of the Ozarks Recreation Area (LORA)
- (2) Medical facilities for authorized personnel
- (3) 763rd Ord Co, Explosive Ordinance Disposal (EOD)
- (4) Absent With-out Leave apprehension
- (5) Funeral Details

(6) Casualty notification and assistance with Casualty Assistance Office (CAO) area of responsibility.

c. Per Department of Defense (DoD) 7000.14-R, Financial Management Regulation (FMR), Volume 9, Chapter 4, para 0403, personnel cannot be directed to use their POV for official travel and cannot be directed to be a passenger in another person's POV.

d. Likewise, per DoD FMR Volume 9, Chapter 4, para 0403, personnel cannot be prohibited from using their POV however, in the case that it is determined POV use is not more advantageous to the government, reimbursement must be limited to the constructed cost of the authorized transportation mode, which is the sum of per diem; the transportation cost the Government would have incurred when

traveling by the authorized transportation mode; leave is charged in accordance with personnel regulations for any duty hours that are missed because of POV travel.

5. Responsibilities.

Battalion Commanders and Directors will:

- a. Determine if the use of a POV is authorized/necessary to meet mission requirements and approve the use of a POV when it is determined that other government transportation is not available.
- b. Determine whether the local travel within the PDS meets the definition of local travel, meaning is it for official government business and is it within the POD, and the eligibility for travel allowances.
- c. Make determination if they will provide their members reimbursement for use of privately owned vehicle (POV) when other government transportation is not available.
- d. Execute Defense Travel System (DTS) local transportation procedures for approved travel.

6. Procedures.

Per DOD Financial Management Regulation (FMR) Optional Form (OF) 1164, Claim for Reimbursement on Official Business will be used to substantiate claims for reimbursement for POV use for official travel expenses in the local area of the PDS. Travelers will:

- a. Submit OF 1164 as soon as possible after official local travel expenses have been incurred.
- b. Identify dates, point of origin, destination and the amount of fare/tips or distance of each trip.
- c. Submit OF 1164 for each individual event, or may combine multiple events on a single claim per organizational procedures.
- d. Submit claims if applicable; for reimbursable expenses such as taxi, public transportation, and parking, as well as mileage allowances incurred on official local travel through DTS local transportation procedures and IAW unit policies.

Appendix A
Required Publications and Forms

AR 58-1
Management, Acquisition, and Use of Motor Vehicles

DODI 5154.31 Vol 3
Commercial Travel Management, Defense Travel System Regulations

DOD 7000.14-R Vol 9, Chapter 4
Financial Management Regulation

Joint Travel Regulation (JTR), Chapter 2
Standard Travel and Transportation Allowances

Fort Leonard Wood (FLW) 58-1
Management of Nontactical Vehicles

Appendix B
Required Form

Optional Form 1164, Claim for Reimbursement on Official Business

Glossary
Acronyms and Abbreviations

CAO

Casualty Assistance Office

TDY

Temporary Duty

DoD

Department of Defense

DTS

Defense Travel System

EOD

Explosives Ordinance Disposal

FLW

Fort Leonard Wood

FMR

Financial Management Regulation

IAW

In Accordance With

JTR

Joint Travel Regulation

LORA

Lake of the Ozarks Recreation Area

LRC

Logistics Readiness Center

MSCoE

Maneuver Support Center of Excellence

NTV

Non-Tactical Vehicle

OF

Optional Form

PDS

Permanent Duty Station

POD

Permissible Operating Distance

POV

Privately Owned Vehicle