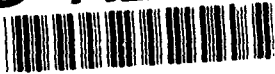


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Department of Defense  
**INSTRUCTION**

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DATE  
647-7241  
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July 31, 1985  
NUMBER 4515.7

ASD(C)

Subject: Use of Motor Transportation and Scheduled DoD Bus Service in the National Capital Region.

- References:
- (a) DoD Instruction 4515.7, subject as above, August 11, 1972 (hereby canceled)
  - (b) DoD Directive 5110.4, "Washington Headquarters Services," September 19, 1984
  - (c) DoD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," July 1981, authorized by DoD Directive 4500.36, April 10, 1985
  - (d) Title 31, United States Code, Section 1349(b)
  - (e) Title 31, United States Code, Section 1344(b)(2)
  - (f) Title 10, United States Code, Section 2637

A. REISSUANCE AND PURPOSE

This Instruction reissues reference (a), and under reference (b) supplements reference (c) by providing policy, assigning responsibilities, and prescribing procedures for the operation and use of DoD-owned or controlled passenger-carrying vehicles in the National Capital Region (NCR).

B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), and those Defense Agencies in the NCR that are supported by the Washington Headquarters Services (WHS) (hereafter referred to collectively as "DoD Components").

C. DEFINITIONS

The terms used in this Instruction are defined in enclosure 1.

D. POLICY

1. All DoD officials using or authorizing the use of Government-owned or -leased cars shall be aware that vehicles can be used only for official purposes and that their use otherwise is contrary to law. Title 31 U.S.C. 1349(b) (reference (d)) states, in substance, that any officer or employee of the Government who willfully uses or authorizes the use of any Government-owned passenger motor vehicle for other than official purposes shall be suspended from duty by the head of the DoD Component concerned, without compensation, for not less than 1 month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant. Examples of unauthorized use include:

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- a. Transportation of Government officials to private social functions.
- b. Transportation to, from, or between locations on personal business.
- c. Transportation of dependents or visitors without the accompanying officials and when no official purpose warrants their transportation.

2. Public and commercial transportation to commercial terminals in the NCR is considered adequate for all but emergency situations, security requirements, and other unusual circumstances. Since public and commercial transportation to and from Andrews Air Force Base or Davison Army Airfield is not routinely available, a DoD motor vehicle may be used on official business involving these air terminals.

3. DoD shall not provide transportation justified solely by rank, prestige, or personal convenience.

4. The following methods of transportation shall be considered in the order shown, to the extent that they are available and capable of meeting mission requirements:

- a. During normal published duty hours:
  - (1) DoD scheduled bus service.
  - (2) Scheduled public transportation (Metrorail or Metrobus).
  - (3) DoD motor vehicle.
  - (4) Voluntary use of privately owned motor vehicles on a reimbursable basis.
  - (5) Taxicab on a reimbursable basis.
- b. Before or after normal published duty hours:
  - (1) DoD scheduled bus service.
  - (2) Scheduled public transportation (Metrorail or Metrobus).
  - (3) Voluntary use of privately owned motor vehicles on a reimbursable basis.
  - (4) Taxicab on a reimbursable basis.
  - (5) DoD motor vehicle.

5. Pursuant to 31 U.S.C. 1344(b)(2) (reference (e)), and 10 U.S.C. 2637 (reference (f)), the following are the only DoD officials authorized to use DoD-owned or -controlled motor vehicles for transportation between their domiciles and places of employment: Secretary of Defense; Deputy Secretary of Defense; Secretaries of the Military Departments; Chairman, Joint Chiefs of Staff; Under Secretaries of Defense; Chiefs of Staff, Army and Air Force; Chief of Naval Operations; and Commandant, United States Marine Corps.

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6. The assignment of vehicles to organizations on a regular basis will be made by the responsible transportation officials only after receipt of written justification and evaluation of the use of transportation resources available to the requesting organizations.

7. Meetings will be held, when possible, at locations served by scheduled DoD bus service or public transportation.

8. The use of motor-pool and privately owned motor vehicles will be discouraged between locations served by DoD buses, when buses run at least every thirty minutes.

#### E. RESPONSIBILITIES

1. The Director, Washington Headquarters Services, or designee, shall:

a. Provide transportation policy direction and coordination to DoD Components in the NCR.

b. Direct and administer the Office of the Secretary of Defense and the Office of the Secretary of the Air Force executive motor pool (OSD/OSAF EMP).

c. Coordinate and approve all requirements for the establishment, modification, and discontinuance of DoD scheduled bus service, except for bus service exclusively within the boundaries of military installations.

d. Ensure that bus routes and schedules are published in the DoD Telephone Directory.

2. The Secretary of the Army, or designee, shall:

a. Provide official motor transportation at a level commensurate with the responsibilities of a cabinet-level agency at the seat of Government and, as approved by the Director, WHS, scheduled DoD bus service in the NCR for DoD personnel of the Office of the Secretary of Defense, the Organization of the Joint Chiefs of Staff, the Military Departments, and visiting dignitaries.

b. Provide backup official transportation support to the OSD/OSAF EMP.

3. The Secretary of the Navy, or designee, shall provide official motor transportation and, as approved by the Director, WHS, scheduled DoD bus service for the Department of the Navy in the NCR.

4. The Heads of DoD Components shall:

a. Designate, in writing, an Office Motor Vehicle Transportation Officer (OMVTO) (normally the Component's executive assistant or administrative officer) and at least one Assistant Office Motor Vehicle Transportation Officer (AOMVTO) to contact with requests for official transportation service; submit this designation to the appropriate transportation activity; and ensure that changes to this roster are reported as they occur.

b. Ensure compliance with existing laws and regulations governing the use of official transportation and ascertain that the intended use of this service meets the provisions of laws and regulations.

c. Develop internal procedures and issue appropriate instructions to provide all personnel with responsive service consistent with the most economical and efficient use of available transportation resources.

d. Develop procedures governing the use of privately owned and public transportation services (instead of DoD scheduled bus service or motor pool vehicles) as a basis for claiming reimbursement from imprest funds.

e. Include motor vehicle management in Component-established internal audit programs.

#### F. PROCEDURES

1. Riders on DoD buses must present one of the following:

a. DD Form 2A - Active Duty Armed Forces Identification Card.

b. Valid DoD Civilian Identification Cards.

c. DD Form 1466 - DoD Building Pass.

d. DD Form 1469 - Temporary DoD Building Pass.

e. DD Form 144 - DoD bus ticket.

f. DD Form 145 - DoD bus pass.

2. Personnel without the identification forms specified in 1.a. through d., above, may request DoD bus tickets and passes from their OMVTOs. To expedite joint projects, non-Defense agencies may request DoD bus tickets and passes from the Defense activity where their employees work.

3. Requests to establish scheduled bus service shall be supported with quantitative data on trips made in DoD-owned, private, and other vehicles. "On" and "off" passenger counts for all established runs will be updated annually to determine whether service should be continued, upgraded, or curtailed.

4. Motor pool dispatchers shall honor only requests received from authorized OMVTOs or AOMVTOs.

5. Whenever transportation to a meeting or function at a restaurant, club, hotel, or similar place is requested, OMVTOs or AOMVTOs shall ask the requester for confirmation of the official nature of the event.

6. When making a request for official transportation, OMVTOs shall provide the following information to their dispatcher: date and day of the week that transportation is required, pickup time, passenger's name, location of pickup, destination, special remarks, type of trip ("drop" or "remain with" passenger),

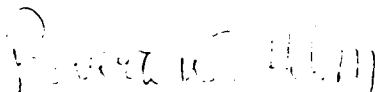
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and name of requester. This information shall be read back to the requester to ensure correctness. All trips shall be drop trips unless otherwise directed; wait periods may not exceed 30 minutes unless unusual circumstances prevail.

7. When departure times and destinations are reasonably close, customers shall be asked to rideshare. This will permit more efficient use of the vehicles and possibly prevent other individuals from being inconvenienced because of a vehicle's unavailability.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Comptroller) within 120 days.

  
Assistant Secretary of Defense  
(Comptroller)

Enclosure  
Definitions

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### DEFINITIONS

1. Assistant Office Motor Vehicles Transportation Officers (AOMVTOs). The officials designated and authorized by an Office Motor Vehicle Transportation Officer (OMVTO) to request transportation service.
2. DoD Bus Service. All bus, station wagon, or sedan service between Government-occupied buildings and/or military installations in the NCR on a regular, scheduled basis.
3. Domicile. A place of residence, regardless of where located, excluding TDY residences.
4. Local Commercial Transportation Terminals. The downtown Washington, D.C., air passenger terminals, rail and bus depots; Washington National Airport; Dulles International Airport; and Baltimore-Washington International Airport.
5. Motor Vehicles. All public, commercial, and other transportation conveyances leased or otherwise used at Government expense, as well as Government-owned vehicles.
6. National Capital Region (NCR). The District of Columbia, Montgomery and Prince George's Counties in Maryland, and Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia, and all the cities and towns included within the outer boundaries of the foregoing counties.
7. Office Motor Vehicle Transportation Officer (OMVTO). The DoD Component's designated representative in all matters concerning the use of official transportation in the NCR.
8. Official Purposes. Any application of a motor vehicle in support of authorized DoD functions, activities, or operations.

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