

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE POLICY DIRECTIVE 24-3**

**14 DECEMBER 2017**



***Transportation***

**MANAGEMENT, OPERATION AND  
USE OF TRANSPORTATION  
VEHICLES**

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This directive implements Department of Defense Instruction (DoDI) 4500.36, *Acquisition, Management, and Use of Non-Tactical Vehicles*, and Department of Defense Administrative Instruction (DoD AI) 109, *Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area*. This publication applies to all Air Force personnel (military and civilian) and any government contractor specifically authorized to use Air Force government motor vehicles (owned, rented or leased) as a condition, clause or amendment of their contract, regardless of how the vehicles are acquired or financed. This publication is also applicable to the Air National Guard (ANG) as well as Air Force Reserve Command (AFRC) units. Refer recommended changes to this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field to appropriate Major Command (MAJCOM) Functional Manager. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW the Air Force Records Disposition Schedule in the Air Force Records Information Management System (AFRIMS).

***SUMMARY OF CHANGES***

This publication has been revised and must be completely reviewed. Changes include: identifying Combatant Commander authority to authorize domicile-to-duty in OCONUS locations; changed AF/A4/7 reference to AF/A4 to align with HQ USAF organization structure; updated Vehicle Equipment Management Support Office reference to 441st Vehicle Support Chain Operations Squadron.

**1. The Air Force uses motor vehicles (which includes vehicular equipment), and railroad assets to move people and equipment.** The Air Force must account for, manage, operate and maintain these assets so they are safe, energy efficient and environmentally sound. This directive establishes policies to ensure the Air Force has Airmen and civilians who are trained, management systems that are effective, and procedures that enable the Air Force to incorporate technological advances in compliance with applicable statutory and regulatory requirements.

**2. Policy: The Air Force will:**

2.1. Authorize and acquire the minimum number of motor vehicles, and railroad assets needed to meet its objectives for peacetime and war reserve materiel requirements to support combatant commander war plans and war mobilization planning documents in a manner that minimizes investment and maximizes mission readiness.

2.1.1. Appropriate measures must be established to track the effectiveness of managing and maintaining vehicle assets.

2.1.2. Optimal fleet size and composition (i.e., fuel or energy type and vehicle class) will be determined in accordance with Department of Defense (DoD) and General Services Administration (GSA) guidance and bulletins.

2.1.3. The acquisition of vehicles will be from the most cost-effective source in compliance with DoD directed cost comparison calculations.

2.1.4. The AF vehicle program will ensure responsiveness, effectiveness and economy in support of the AF mission. The vehicle selected for an individual task will be the one best suited by virtue of size classification, configuration and economy of operation, consistent with DoD guidance.

2.2. Pool resources to the maximum extent possible consistent with DoD guidance to ensure effective utilization and most economical use of manpower and equipment.

2.2.1. Vehicles may not be assigned exclusively to one official or employee, except when the Secretary of the Air Force determines it essential to mission accomplishment.

2.2.2. There will be no individually assigned vehicles with drivers, except for those assigned to the Secretary of the Air Force (SecAF) and Chief of Staff of the Air Force.

2.3. To the maximum extent practicable, achieve maximum fuel efficiency and ensure acquisition of alternative fueled vehicles and the use of alternative fuels, consistent with applicable law, executive, DoD and AF guidance.

2.4. Consider leasing vehicles as an alternative to the Air Force Vehicle Buy Program, by using interagency motor pools or commercial agencies when such leases are fiscally prudent and do not impair mission accomplishment.

2.5. Rent individual motor vehicles on a short- or long-term basis to meet temporary mission requirements when doing so is cost-effective to the Air Force.

2.6. Acquire and retain railway assets only to satisfy requirements that commercial services cannot meet.

2.7. Ensure all government-owned, rented or leased vehicles, including railroad assets, are marked according to statutory and appropriate regulations.

2.8. Train and license the minimum number of AF (military and civilian) employees to operate, inspect and care for Air Force vehicles and track their qualifications. Training, certification and licensing will be standardized across the Air Force to ensure personnel operate Air Force vehicles in a safe and energy efficient manner at all times.

2.9. Ensure vehicles are only operated by military, civilian employees, or DoD contractors who meet all selection, training and licensing requirements per public law and DoD guidance.

2.10. Ensure vehicles are only used for official purposes.

2.10.1. Transportation will not be provided when the justification is based solely on reasons of rank, position, prestige or personal convenience.

2.10.2. Use of government vehicles for domicile-to-duty transportation is limited as prescribed in public law and DoD guidance.

2.10.3. Government-provided bus transportation may be used to support the affairs of the Air Force within the limitations of DoD vehicle use guidance.

2.11. Account for registered vehicles, including locomotives, using automated data collection systems in accordance with DoDI 5000.64.

2.12. Ensure compliance with Air Force Occupational Safety and Health Standards, environmental policies and associated technical requirements when maintaining and operating vehicles.

2.13. Have a Vehicle Safety Program that includes accident prevention and reporting on all vehicle accidents or incidents.

2.14. Ensure safe and serviceable vehicles:

2.14.1. Ensure warranties are used to the maximum extent possible.

2.14.2. Meet deadlines on Time Compliance Technical Orders, Service Bulletins, Special Inspections and Recalls.

2.14.3. Ensure applicable tools and equipment items are calibrated and/or certified IAW regulations.

2.15. Have a Product Evaluation Program to evaluate commercial management processes, innovations, vehicles, tools and equipment for Air Force vehicle management use.

2.16. Ensure contractors furnish vehicles needed in performing Government contracts.

2.16.1. Contractor furnished vehicles procured or leased from GSA will be of the optimal size classification and configuration needed to support the AF mission; consistent with Federal Government, DoD and Air Force guidance.

2.16.2. Contractors are responsible for registering, license plates and insuring contractor owned/procured vehicles used to perform Government contracts.

2.16.3. The AF will not register or provide license plates for contractor furnished vehicles.

2.16.4. The AF will not license or certify contract employees. Contracts and agreements will require that contractors and employees comply with the vehicle licensing requirements of state and local motor vehicle laws.

2.16.5. Vehicles may be provided to DoD contractors in accordance with contract stipulations only under a cost reimbursement contract within the conditions of DoD guidance.

2.17. Maintain locomotive equipment and railroad assets by trained personnel to provide support for DoD emergency and wartime logistics requirements.

### **3. Roles and Responsibilities :**

3.1. The SecAF, on a non-delegable basis, may approve domicile-to-duty use of government motor vehicles.

3.1.1. In accordance with DoDM4500.36, the Combatant Commander, on a non-delegable basis, is the approval authority for transportation within their area of responsibility outside the continental United States when they determine that public or private transportation is unsafe or unavailable. Domicile-to-duty-like transportation and incidental use for unofficial purposes in these cases can be provided to Service members, federal civilian employees and their dependents in the Combatant Commander's area of operation.

3.2. AF/A4 will:

3.2.1. Develop policy for SecAF approval, issue guidance to implement policy and provide oversight of Air Force management, operation and use of government motor vehicles based on DoDI 4500.36 and DoD AI 109.

3.2.2. Manage Air Force vehicle requirements and provide guidance on, and measure compliance with, management, operations and maintenance policies covered in this directive.

3.2.3. Program and budget funds to acquire vehicles, including railroad assets.

3.2.4. Plan and budget funds for DoD shuttle services provided by the Air Force.

3.2.5. Report alternative fuel vehicle data as directed in DoD guidance.

3.3. MAJCOMs, Field Operating Agencies and Direct Reporting Units will carry out the policies covered in this directive and help bases to comply.

3.4. The AF Vehicle Buy Program, requirements determination will be formulated through direct coordination with Air Force Materiel Command through 441st Vehicle Support Chain Operations Squadron and Warner Robins Air Force Life Cycle Management Center. The Air Force Life Cycle Management Center is responsible for procurement of all AF registered vehicles, to include issuance of Time Compliance Technical Orders, Safety Bulletins, and vehicle sustainment support and cradle-to-grave technical assistance.

Heather A. Wilson  
Secretary of the Air Force

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 4500.36, *Acquisition, Management, and Use of Non-Tactical Vehicles (NTVs)*, 11 Dec 2012, (Change 2, 19 Sep 2017)

DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*, 27 Apr 2017, (Change 1, 21 Jul 2017)

DoD Administrative Instruction 109, *Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area*, 31 Mar 2011 (Change 1, 22 May 2017)

DoDM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, 7 Jul 2015

***Adopted Forms***

Air Force Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFPD**—Air Force Policy Directive

**DoD**—Department of Defense

**DoDAI**—Department of Defense Administrative Instruction

**DoDI**—Department of Defense Instruction

**GSA**—General Services Administration

**MAJCOM**—Major Command

**WMP**—War Mobilization Planning