

INFORMATION PAPER

ANJA

5 October 2009

SUBJECT: Use of Government Owned Vehicles in the National Capital Region.

1. **PURPOSE.** To provide guidance on using government owned vehicles to transport personnel to commercial airports within the National Capital Region.

2. **REFERENCES.**

a. Department of Defense Instruction 4515.7, Use of Motor Transportation and Scheduled DoD Bus Service in the National Capital Region, July 31, 1985.

b. Title 31 U.S.C. 1349(b) (reference (d))

3. **FACTS.** This information paper discusses whether government vehicles can be used to transport service members conducting official business to and from commercial airports in and around Washington, D.C. and the National Capital Region (NCR) and, if so, what limitations apply to such use.

4. **POLICY.** There are essentially two policies: one that applies during normal business hours, and one that applies before and after normal business hours.

a. During normal business hours: Public and commercial transportation in the NCR is adequate in all situations except emergencies or when security requirements or unusual circumstances warrant use of government owned or leased transportation. Simply put, unless there is an emergency or security requirements dictate, service members may not use government owned or leased cars to travel to or from commercial airports in the NCR. See paragraph 4.2 of reference a. above.

b. During normal business hours: Service members should consider the following alternative travel methods, in the order listed, when traveling to or from airports in the NCR for official purposes during normal business hours: 1) DoD scheduled bus service, if available; 2) Scheduled public transportation (Metrorail/Metrobus); 3) DoD motor vehicle; 4) Voluntary use of privately owned vehicles on a reimbursable basis; and 5) Taxicab on a reimbursable basis. See paragraph 4.4 of reference a. above

c. Before or after normal business hours: The alternative travel methods change slightly. If a service member needs to get to or from a commercial airport in the NCR for official purposes before or after published duty hours, the following modes of transportation must be considered before requesting a DoD motor vehicle: 1) DoD scheduled bus service; 2) scheduled public transportation (Metrorail/Metrobus); 3) Voluntary use of privately owned vehicles on a reimbursable basis; 4) taxicab on a reimbursable basis; and 5) DoD motor vehicle.

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d. Andrews Air Force Base and Davison Army Airfield: Since public and commercial transportation to and from these two air terminals is not routinely available, a DoD motor vehicle may be used to transport service members on official business without first attempting alternative modes of transportation.

5. SANCTIONS. Reference b. above, provides administrative sanctions for officers and civilian federal employees who authorize the use of government owned or leased passenger motor vehicles for other than official purposes. These sanctions include suspension from duty without pay or, in extreme cases, removal from office.

6. POC is Mike Egan at 202-685-4949.