



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

Expires 3 October 2005

REPLY TO
ATTENTION OF:

ATZK-OSP-T(58)

3 October 2003

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: USAARMC Policy Memo No. 12-03 – Use of Nontactical Vehicles (NTVs)

1. Reference AR 58-1, Management, Acquisition, and Use of Administrative Use Motor Vehicles, 20 January 2000.
2. To ensure good stewardship of government funds it is necessary for the Garrison to establish and publish specific guidance for the use of NTVs. The following criteria is applied to all NTV requests before forwarding to the Transportation Office:

a. Permissible Operating Distances (PODs).

(1) The following PODs are established for NTVs assigned to Fort Knox and will not be exceeded without prior written approval of this headquarters as required by above reference:

North: 100 miles (Columbus, IN)
South: 100 miles (KY/TN State Line)
East: 100 miles (Lexington, KY)
West: 100 miles (Henderson, KY)

, (2) Authorization to exceed the POD is issued on a limited basis. Submit requests on FK Form 154-E (Request for Nontactical Vehicle Support) at least 72 hours before the requirement. Fully justify requests to include reasons for the trip, impact on mission, and why other sources, e.g., commercial transportation cannot be used.

(3) A request for exception to policy may be submitted for regular, recurring mission requirements exceeding the POD by sending a written request (memorandum or e-mail) stating the nature of the mission, the distance/area to be covered, the GSA tag number of the vehicle to be used, and a point of contact with phone number to one of the following:

- (a) Ms. Cheryl Vessels, ATZK-OSP-T or Cheryl.Vessels@knox.army.mil
- (b) Ms. Cheryl Cantrill, ATZK-OSP-T or Cheryl.Cantrill@knox.army.mil

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b. Temporary Duty (TDY). The NTV fleet is not designed or budgeted to support requests for TDY. However, some TDY travel cannot be performed using bus or air transportation and use of privately owned vehicles (POVs) cannot be mandated; e.g., Reserve Officer Training Corps (ROTC) inspections. In these cases, an exception may be approved when requested and provided the traveler uses currently assigned NTV assets.

c. All requests for off-post dispatch of vehicles will be approved by the commander or director, or representative (S4), before forwarding to the Transportation Office.

d. Internal Controls. Units will establish internal controls to monitor mileage and use of General Services Administration (GSA) vehicles. The using activity will appoint an individual who is responsible for ensuring all vehicles are used in an official capacity and the Fort Knox goal of 500 miles per month per vehicle is attained. These appointees will also ensure that proper accountability of the vehicle is maintained either by designating someone at the company level or personally performing these duties. Duties include, but are not limited to: daily visual inspection of the vehicle to document and report damages; making preventive maintenance appointments and ensuring the vehicle arrives at the specified place and time; conducting PMCS training to ensure that the proper types of fuel are used. This will also ensure vehicles are assigned to priority users within the activity for critical needs. Activities will ensure the TMP is notified when POCs change.

e. Change of Vehicle Type. Activities are not restricted to the types of vehicles currently assigned. Requestors might be able to accomplish their mission with an alternate type of vehicle that is more cost effective. However, GSA does not maintain a pool of available vehicles and any change request may take some time to fulfill.

f. Nontactical leased vehicles will not be used to:

(1) Conduct personal business at exchanges, snack bars, banks, credit unions, noncommissioned Officer (NCO) or Officer clubs, or any activity where such use may be interpreted to be personal rather than official government business.

(2) Commute between domiciles and places of employment.

(3) Compete with commercial transportation.

(4) Provide transportation based on rank, prestige, or personal convenience.

g. Criteria. The following criteria is applied in the approval/disapproval of NTV requests:

(1) Priority:

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(a) Troop training and associated functions; e.g., fire fighting, funeral details, **survival** assistance, etc. (on and off post within the AR 5-9 area).

(b) Installation Level soldier oriented (on and off post within POD) Morale and Welfare, e.g., athletics, welfare recreation, patient therapeutic recreational programs, chaplain programs, and approved community relation activities. These activities do not include transport of dependents.

(2) Priority definitions:

(a) Dedicated effort to support.

(b) Based on available resources after training commitments are met.

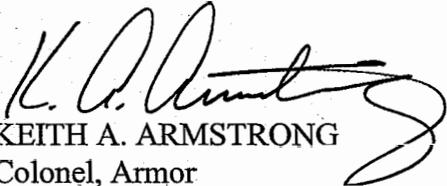
(c) In many instances, **requirements** at paragraph 2g(1)(b) cannot be supported. Alternate means of transportation should be considered; e.g., commercial transportation, commercial post taxi, etc.

3. Before submitting requests, all activities **will** review internal assets (e.g., assigned and dedicated NTVs, tactical vehicles, etc.) and forward only those requests for NTVs that cannot be supported internally and adversely impact on the training mission if not fulfilled. The availability of vehicles for general dispatch use is extremely limited. NTVs assigned to activities are to be used to their maximum potential to ensure efficient mission accomplishment.

4. If mission changes cause the need for additional nontactical vehicle support on a permanent basis, please send your TDA change request to the Directorate of Resource Management, Manpower, and Equipment Documentation Division, and to the point of contact below. **An** estimate will be provided to you for funding your requirement and sources will be researched for the type and number of vehicles needed.

5. Point of Contact is Ms. Cheryl Cantrill, 624-2976.

FOR THE COMMANDER:


KEITH A. ARMSTRONG
Colonel, Armor
Garrison Commander

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