



## DCMA Manual 4101-05

# Enterprise Non-Tactical Vehicles

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**Office of Primary Responsibility**

**Facilities Management Capability**

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**Approved by:**

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**Purpose:** This issuance, in accordance with the authority in DoD Directive 5105.64:

- Implements policy established in DCMA Instruction 4101
- Provides and defines procedures for the acquisition, management, use, and reporting of non-tactical vehicles

## TABLE OF CONTENTS

<b>SECTION 1: GENERAL ISSUANCE INFORMATION</b> .....	3
1.1. Applicability.....	3
1.2. Policy .....	3
<b>SECTION 2: RESPONSIBILITIES</b> .....	5
2.1. Director, DCMA.....	5
2.2. Director, Corporate Operations .....	5
2.3. Director, Facilities and Logistics.....	5
2.4. Component Heads and Contract Management Office (CMO) Commanders/Directors .....	5
2.5. Agency NTV FM .....	5
2.6. NTV FM.....	6
2.7. NTV Fleet Dispatcher .....	7
2.8. NTV Operator .....	7
2.9. NTV Passenger.....	7
<b>SECTION 3: VEHICLE ACQUISITIONS</b> .....	8
3.1. General Vehicle Acquisition Requirements .....	8
3.2. General Services Administration (GSA) Vehicle Acquisitions .....	8
3.3. DoD Vehicle Acquisitions.....	11
3.4. Cost Comparison Study .....	12
3.5. GSA Short Term Lease .....	13
<b>SECTION 4: VEHICLE ALLOCATION METHODOLOGY AND UTILIZATION STANDARDS</b> .....	15
4.1. Vehicle Allocation Methodology .....	15
4.2. Utilization Guidelines.....	16
<b>SECTION 5: FLEET MANAGEMENT INFORMATION SYSTEM</b> .....	17
5.1. Fleet Management Information System .....	17
5.2. Accountable Property .....	17
<b>SECTION 6: ACCIDENTS AND INCIDENTS</b> .....	18
6.1. Accident and Incident Procedures .....	18
6.2. Accident/Incident Reporting .....	18
6.3. Vehicle Repair.....	20
6.4. Federal Tort Claims Act and Additional Insurance.....	20
<b>GLOSSARY</b>	
G.1. Definitions .....	21
G.2. Acronyms .....	23
<b>REFERENCES</b> .....	24
 <b>TABLES</b>	
Table 1. NTVs Owned Minimum Replacement Standards.....	12
Table 2. Annual Minimum Mileage Utilization Guidelines for NTVs.....	16

## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance applies to all DCMA activities including potential drivers and passengers unless higher-level regulations or policy take precedence.

**1.2. POLICY.** It is DCMA policy to:

a. Use the Defense Property Accountability System (DPAS) as the Accountable Property System of Record and Fleet Management Information System (FMIS) for Non-Tactical Vehicles (NTVs).

b. Annually report vehicle level data using DPAS's Maintenance and Utilization module providing vehicle details to the Federal Automotive Statistical Tool (FAST) for the various reporting requirements.

c. Prohibit the acquisition of light duty or medium duty passenger vehicles not meeting low greenhouse gas (GHG) emitting vehicle criteria except when a low GHG vehicle is unavailable to meet the functional needs of the mission in accordance with (IAW) Section 141 of Public Law 110-140. A DoD Functional Needs Exception (FNE) waiver must be submitted with the acquisition approval process for non-GHG vehicles.

d. Reduce petroleum usage by use of alternative fuels for Alternative Fuel Vehicles (AFVs) within 5 miles or 15 minutes from garage zip code. Where alternative fuel is unavailable within 5 miles or 15 minutes for an AFV, a 701 waiver is required and low GHG vehicles would qualify as an AFV IAW Section 701 of Public Law 109-58. Submit 701 waivers using DPAS.

e. Acquire higher fuel efficient vehicles including hybrid vehicles, neighborhood electric vehicles, electric vehicles, plug-in hybrid vehicles; and decrease fleet size IAW Section 142 of Public Law 110-140.

f. Implement accountability, maintenance, utilization, and dispatch management programs within DPAS to ensure assigned NTVs are accounted for, maintained, used, and dispatched.

g. Develop a vehicle allocation methodology (VAM) for determining the fleet size and composition with emphasis placed on eliminating unnecessary or non-essential NTVs from fleet inventory.

h. Limit NTV body and engine size to what is mission-essential and be compact or smaller, except where larger vehicles are needed.

i. Adhere to the reporting requirements of Part 101 of Title 41, Code of Federal Regulations (CFR); Part 102 of Title 41, CFR; Section 13 of Public Law 93-275; Section 701 of Public Law 109-58; Sections 141 and 142 of Public Law 110-140; Office of Management and Budget Circular No. A-11; Executive Orders; DoD Manual (DoDM) 4500.36, "Acquisition, Management, and Use of DoD Non-Tactical Vehicle," and other requirements related to the Federal motor vehicle fleet.

j. Appoint, in writing, all-levels of NTV Fleet Managers (FM) to accomplish the responsibilities in this Manual and a copy provided to the Agency NTV FM.

k. Execute this Manual in a safe, efficient, effective, and ethical manner.

## SECTION 2: RESPONSIBILITIES

**2.1. DIRECTOR, DCMA.** The DCMA Director will appoint, in writing, an Agency NTV FM.

**2.2. DIRECTOR, CORPORATE OPERATIONS.** The Director, Corporate Operations will:

- a. Ensure resources are provided to the Director, Facilities and Logistics for the establishment of a NTV Program.
- b. Direct the periodic review of the NTV Program to ensure currency with established DoD policy.
- c. Identify cross-capability issues that have the potential to impact the NTV Program.

**2.3. DIRECTOR, FACILITIES AND LOGISTICS.** The Director, Facilities and Logistics will:

- a. Ensure the NTV Program is maintained with established DoD policy.
- b. Review NTV reports prior to submission to the Director, Corporate Operations.
- c. Identify cross-capability issues that have the potential to impact the NTV Program.
- d. Direct the reporting of NTV Program expenditures per Agency fiscal policy.

**2.4. COMPONENT HEADS AND CONTRACT MANAGEMENT OFFICE(CMO) COMMANDERS/DIRECTORS.** Component Heads and CMO Commanders/Directors must:

- a. Designate, in writing, a primary and alternate NTV FM for the organization's responsibility for implementing the NTV Program. Report designations to the Agency NTV FM.
- b. Ensure FMs are trained and comply with the requirements of this Manual.

**2.5. AGENCY NTV FM.** The Agency NTV FM will:

- a. Maintain management control and direct fleet operations to support the Agency's mission requirements.
- b. Ensure all owned, leased, or loaned NTVs, within the NTV fleet, are capable of meeting all requests by scheduling, forecasting, and surveying current Agency trends.
- c. Maintain knowledge and utilize all fleet information and VAM surveys to forecast new requirements.
- d. Authorize and approve limited exemption to display U.S. Government license plates and motor vehicle identification.

- e. Monitor and ensure fleet operation complies with local, State, and country rules and regulations.
- f. Maintain and monitor data management systems to organize fleet.
- g. Streamline and monitor fuel purchase systems with assistance of fuel cards for all NTVs.
- h. Participate in various workshops and educational programs, and maintain knowledge regarding FM.
- i. Develop and implement operational standards to maintain NTVs by advocating best practices in the industry.
- j. Plan and prepare an annual budget, account for expenditures, and analyze all financial objectives.
- k. Facilitate and implement corrective actions and capacity building to manage the entire fleet to achieve command objectives.
- l. Manage and submit a Fleet Management Plan (FMP).

**2.6. NTV FM.** The NTV FM will:

- a. Assist the Agency NTV FM in the management of fleet operations.
- b. Ensure all NTVs are fully utilized according to mileage and VAM criteria.
- c. Request and retain access to the DPAS Maintenance and Utilization module to maintain NTV assigned maintenance and utilization records.
- d. Submit requests for limited exemption to display U.S. Government license plates and motor vehicle identification to Agency NTV FM.
- e. Monitor and ensure fleet operation complies with local, state, and country rules and regulations.
- f. Monitor data management systems for assigned NTVs.
- g. Participate in various workshops and educational programs and maintain knowledge regarding NTV Fleet Management.
- h. Implement DCMA operational NTV standards.
- i. Monitor NTV financial expenditures and report irregular transactions.

- j. Assist with the submission of the FMP.

**2.7. NTV FLEET DISPATCHER.** The NTV Fleet Dispatcher will:

- a. Support and assist the NTV FM.
- b. Dispatch NTVs utilizing the DPAS Maintenance and Utilization module.

**2.8. NTV OPERATOR.** The NTV Operator will:

- a. Operate an NTV for official use only.
- b. Comply with this Manual and any other applicable regulations including federal, state, and local laws pertaining to the proper, safe, and operation of an NTV.
- c. Report traffic violations, accidents, or damage occurring while in possession of or when operating an NTV.
- d. Perform a walk-around safety check and report discrepancies to NTV FM/Dispatcher.
- e. Report suspension or revocation of his/her driver license including foreign driver license.
- f. Report any change in personal physical condition to supervisor that may adversely affect the ability to operate an NTV.
- g. Use assigned fleet card for purchasing fuel and alternative fuels in NTVs.
- h. Only use hands-free wireless phones or communications devices while operating an NTV.
- i. Not consume food while operating an NTV.
- j. Not consume alcohol or use tobacco products, e-cigarettes and vapes in an NTV.

**2.9. NTV PASSENGER.** The NTV Passenger will:

- a. Use seatbelt while NTV is in operation.
- b. Not consume food in NTV.
- c. Not consume alcohol or use tobacco products in an NTV.

## **SECTION 3: VEHICLE ACQUISITIONS**

### **3.1. GENERAL VEHICLE ACQUISITION REQUIREMENTS.**

a. Passenger NTVs are defined as:

- (1) Class I – subcompact sedan, station wagon, and sport utility vehicle (SUV).
- (2) Class II – compact sedan, station wagon, SUV, and 7-8 passenger mini-van.
- (3) Class III – intermediate/midsize sedan, station wagon, and SUV.
- (4) Class IV – large sedan, station wagon, SUV, and 15 passenger van.
- (5) Class V – limousine sedan.

b. DCMA will only obtain the minimum body size and maximum fuel efficiency of Class I and Class II vehicles to meet mission requirements, with the exception of the DCMA Director's NTV. All new light duty NTVs, leased or purchased, will be AFVs except in overseas locations.

c. Class III and Class IV vehicles must be approved by the Agency NTV FM. Requests for either of these Classes requires a FNE waiver.

d. Class V is a prohibited vehicle category for DCMA.

e. Submit a DoD FNE waiver for vehicle requests, which are noncompliant with Public Law 110-140, Section 141 requirement.

### **3.2. GENERAL SERVICES ADMINISTRATION (GSA) VEHICLE ACQUISITIONS.**

a. GSA Requirements.

(1) Replacement vehicle. A replacement vehicle is a vehicle that is replacing a GSA leased vehicle currently in inventory and may be new or a used vehicle. Each existing GSA vehicle is measured against the following standards to determine eligibility for replacement:

(a) GSA Vehicle Minimum Replacement Standards. (See Resource Page.)

(b) To replace or retain any given vehicle is based on a variety of factors that include the vehicle's age, mileage, condition, and repair history. The assigned GSA Field Service Representative (FSR) will coordinate with FMs regarding eligible replacement vehicles at the start of each acquisition cycle.

(2) Additional vehicle. An additional vehicle is a vehicle not replacing an existing leased vehicle thereby increasing DCMA Fleet's inventory. Additional vehicles will be acquired



only when the requirement cannot be filled from existing resources. Requests will be filled when funding and vehicle become available.

(3) Transfer vehicle. A transfer vehicle is one that is transitioned from one GSA Fleet Management Center (FMC) to another GSA FMC.

b. Vehicle Acquisition Tools.

(1) Federal Vehicle Standards. The Federal Vehicle Standards classify motor vehicles available for purchase and lease from GSA. The standards identify minimum vehicle requirements, equipment options, and display detailed data for vehicles currently under contract with GSA. (See Resource Page.)

(2) Customer Acquisition Module (CAM). CAM simplifies vehicle acquisition of GSA Fleet leased vehicles through automation of the vehicle selection process. CAM serves as an online method for vehicle selection and approval of replacement or additional vehicle and is accessed through Fleet Drive-thru. The NTV FM is able to select the replacement vehicle type, Standard Item Number, preferred fuel type, and requested options. The vehicle selection goes to the Mid-Level Approver (Agency NTV FM) and then to the Headquarter-Level Approver (DoD FM) for review and approval. After approved by the Headquarter-Level Approver, the FSR will finalize the vehicle order and place the order with the manufacturer. (See Resource Page.)

(3) DoD Guidance. DoD Guidance will be posted on the Resource Page when available for the current replacement cycle. The guidance is related to the current fiscal year vehicle acquisitions and includes the following information: allowed vehicle types, AFV surcharge amount, the process for approving additional vehicle requests, etc.

c. Vehicle Transportation Expense. Components must coordinate with Agency NTV FM prior to committing funds to transport any vehicle.

(1) GSA Fleet will charge the Agency for the expense of transporting a vehicle where customer benefit is the clear reason for the transport. Examples include:

(a) Front door delivery. Vehicles transported from marshaling site directly to the Component's location.

(b) Remote locations. Vehicles transported to locations that require unusually complicated deliveries (e.g., vehicles that are barged or flown into remote areas).

(c) Immediate need. Transport of vehicles from other areas of the country in order to meet an immediate and/or emergent need.

(2) GSA Fleet will charge DCMA in cases when it schedules transportation upon customer request but the customer does not have the vehicle present for pickup at the scheduled time nor a vehicle in operational status and GSA Fleet is billed by the transport company.

d. GSA Fleet Vehicle Delivery.

(1) When new vehicles arrive at a GSA marshaling location, the FM is notified, either by FSR or through the Vehicle Fleet Exchange email system, to schedule the pick-up of their new vehicle (and to drop-off their “turn in” at the same time if there is one). Upon notification by the marshaling location, FM’s have eight business days to arrange for the pick-up of their new vehicle(s); vehicle leasing charges will start after the 8th day. FMs will communicate with their FSR if unable to take possession of the new vehicle to arrange for new vehicles to be shipped or delivered to a location.

(2) Once the appointment is made, and prior to actual vehicle turn-in, the FM is responsible for the removal of all DCMA-owned equipment (global positioning system/personal objects) as outlined in Section 3.

(3) The FM should have all repairs completed prior to turn-in. If the vehicle has unreported accident damage, report it to the Accident Management Center (AMC) in advance and follow the provided guidance.

(4) The marshaling site will complete a GSA vehicle accountability form to provide a detailed condition of the vehicle being turned in. Any damage found will be documented on this form and billed to DCMA. The FM will upload the GSA vehicle accountability form provided by the marshaling site in DPAS.

(5) The FM will ensure the GSA accountability form is correct and the new vehicle is in good condition prior to signing the form.

e. Non-Essential Vehicle Turn-Ins. FMs must coordinate with the Agency NTV FM prior to vehicle turn in allowing for DCMA reassignment. DCMA missions and vehicle needs change and FMs may need to turn in non-essential or underutilized vehicles. GSA Fleet accepts the turn in of small quantities of vehicles. Such vehicles are generally sold or reassigned to other customers needing additional vehicles. GSA will continue to bill DCMA until the vehicle is sold or transferred to another Agency.

(1) FMs aware of pending vehicle reductions must contact the Agency NTV FM to coordinate and manage the turn in process. The Agency NTV FM will advise which vehicles are eligible for sale from the assigned vehicles and request those be returned. The goal is for DCMA to return non-essential or underutilized vehicles while minimizing the number of ineligible vehicles for sale to GSA Fleet. The Component must provide a written notice of pending vehicle returns larger than five to the Agency NTV FM at least 120 days in advance of the vehicle return date. This notice will include a detailed list of the number, type, and location of the vehicles to be turned in. Upon receipt, Agency NTV FM will work with GSA Fleet to identify turn in vehicles according to following criteria:

(a) Vehicles that meet GSA Fleet sales eligibility.

(b) Vehicles that meet Federal Management Regulation sales eligibility.

(c) Vehicles that do not meet GSA Fleet sales eligibility, which can be swapped with similar type sales eligible vehicles within the same account.

(d) Vehicles that do not meet GSA Fleet sales eligibility, which can be swapped with similar type sales eligible vehicles with another Agency.

(2) Customers turning in non-sale eligible vehicles may be required to turn in newer vehicles, which can be more easily placed with other agencies. Any transportation costs incurred will be paid by DCMA.

f. Seasonal Use/Vehicle Holdover. Components with a mission need to cover temporary demand surges that coincide with the delivery period of replacement vehicles may contact their FSR requesting approval to retain a replaced vehicle(s). The criteria for holdovers include: account is current without aged, unpaid invoices and the vehicle is needed in support of war effort, national security, disaster relief, or other special/seasonal use. When vehicle holdovers occur, DCMA is charged for both the holdover and the replacement vehicle.

### **3.3. DOD VEHICLE ACQUISITIONS.**

a. A DoD vehicle authorization will be approved according to the following procedures:

(1) The authorization request must address the ability or inability to:

(a) Satisfy the requirement by using existing or expanded DoD shuttle bus or taxi services.

(b) Redistribute existing assets to meet the requirement without causing an overall increase in NTV authorizations.

(c) Support the requirement by using alternative transportation resources.

(d) Meet the guidelines established by this Manual and the VAM detailed in Section 4 of this Manual.

b. NTV acquisition should be from the most cost-effective source, which may be by purchase, lease, or by other method less costly to DCMA as validated by a cost comparison study.

c. GSA is the mandatory source for the purchase of NTVs except for NTVs purchased for use outside the continental United States (OCONUS).

d. All NTV acquisitions will adhere to this Manual and other applicable laws and Executive Orders unless specifically exempted.

e. Commercially procured and leased armored vehicles will be coordinated with the Agency NTV FM prior to lease or purchase.

f. Components requiring passenger carrying vehicles must provide justification and budget estimates for NTV purchases four years prior to the requirement allowing for budget forecasting. The purchase of passenger carrying NTVs for use by DoD is controlled by law and Congress.

g. Owned NTVs must be kept for at least the years or miles shown in Table 1, unless an NTV is no longer needed and declared excess.

**Table 1. NTVs Owned Minimum Replacement Standards**

NTV Type	NTV Subtype	Years	Miles
Sedans/Station Wagons	N/A	3	60,000
Truck	Less than 12,500 pounds GVWR*	6	50,000
Truck	12,500–23,999 pounds GVWR	7	60,000
Truck	24,000 pounds GVWR and over	9	80,000
Truck	4- or 6-wheel drive NTVs	6	40,000
*GVWR – Gross Vehicle Weight Rating			

### 3.4. COST COMPARISON STUDY.

a. A cost comparison study must be performed prior to leasing or purchasing an NTV for OCONUS locations. GSA Fleet leased vehicles are the required source for stateside and U.S. Territories and therefore, a study is not required.

b. The cost comparison should compare the cost of acquiring, operating, and maintaining an owned NTV, a GSA leased NTV where available, and an NTV leased from a commercial source. Procedures for determining total monthly costs for each of these three methods of NTV support are as follows:

(1) Owned. The cost associated with this method includes the following cost elements:

(a) Acquisition cost expressed by a monthly amortization factor. This factor can be determined by subtracting the residual value of the vehicle at the end of its economic life from its acquisition price and dividing the remainder by the number of months in its economic life.

(b) Direct and indirect costs associated with the operation and maintenance of the vehicle. Included are fuel costs, cost for repair parts, commercial repairs, supplies, and labor used in maintaining and/or repairing a vehicle, and indirect overhead costs associated with vehicle support. Historical records, to include Standard Form (SF) 82, “Agency Report of Motor Vehicle Data”, should be used to identify these costs, and these costs should be prorated on a monthly basis. If the indirect overhead costs cannot be accurately identified, a factor of \$15 per vehicle per month can be used to estimate these indirect costs. This equals one half of the factor used by GSA. The total GSA factor should not be used since some overhead costs will continue to exist for the DoD Component even if leasing is pursued.

(2) GSA leased vehicles. The costs associated with this method of vehicle support include a standard monthly rate for each type of vehicle, and a mileage charge that varies by vehicle type. Rates and charges can be obtained from the Resource Page. Since GSA charges include the cost of fuel, maintenance, and replacement, no additional costs have to be included unless auxiliary equipment is requested.

(3) Commercially leased vehicles. The provisions in commercially leased contracts may vary. As a minimum, this method of vehicle support should include quoted monthly lease charges plus any mileage charges included in the lease rate. In addition, 4 percent of the total estimated monthly lease charges should be included to account for the Government's cost of administering the lease contract. If fuel costs are not included in the lease charge, these costs should be added. Any maintenance costs not included in the leased costs should be added.

c. After determining the monthly aggregate cost for each method of vehicle support, these costs should be compared to determine the most cost effective method to acquire the NTV. See DoD Instruction (DoDI) 7041.3, "Economic Analysis for Decision Making" for further guidance.

d. Components may lease NTVs from commercial sources when one or more of these conditions exist:

(1) The lease will provide a cost benefit to the U.S. Government.

(2) Unforeseen, peak load, or emergency requirements arise that must be satisfied before NTVs can be obtained through either the GSA fleet or purchase.

(3) Host-nation laws or status of forces agreements prevent the use of U.S. Government-owned NTVs.

(4) NTVs are not immediately available from the GSA fleet.

(5) Mission requires diverse make, model, and style not available from GSA Fleet.

### **3.5. GSA SHORT TERM LEASE.**

a. Short-term leases for NTVs must be terms less than 120 days.

(1) The DoD Components may lease NTVs for periods not exceeding 120 consecutive days without regard to established allowances to satisfy temporary peak loads, unusual requirements, or emergencies.

(2) The class of passenger vehicles leased for support visiting DoD officials can be the same as that normally authorized for that official. The class of passenger vehicles leased in support of non-DoD officials, including those from foreign countries, will be the same as that normally authorized for a DoD official of comparable rank.

b. Long-term leases for NTVs of terms exceeding 121 consecutive days will be subject to these approval requirements:

(1) For NTVs outside the United States, earlier approval to lease commercially will be obtained from the International Director in coordination with the Agency NTV FM.

(2) Requests for approval of commercial leases will follow guidance in conducting a cost comparison study.

(3) Leased NTVs will be operated under the same manner prescribed for DoD-owned NTVs unless otherwise specified in the contract.

## **SECTION 4: VEHICLE ALLOCATION METHODOLOGY AND UTILIZATION STANDARDS**

**4.1. VEHICLE ALLOCATION METHODOLOGY.** DCMA must use the VAM to determine the optimal fleet inventory to accomplish the mission.

a. **Optimal Fleet.** The VAM is used to determine the optimal fleet inventory to meet mission requirements and identify resources necessary to operate NTVs effectively and efficiently. Additionally, the VAM will assist with identifying unnecessary or non-essential NTVs to possibly relocate or eliminate from the fleet inventory.

b. **VAM Process.** The Agency NTV FM in coordination with FMs will:

(1) **Develop Utilization Criteria.** The utilization criteria are the measures used to justify each vehicle requirement. The criteria will pertain to the entire fleet. The purpose of utilization criteria is to provide a measure of vehicle utilization to identify potentially underutilized or unnecessary vehicles. The vehicle utilization criteria justifying vehicles is available on the Resource Page.

(2) **Conduct a VAM Study.** Conduct a VAM study for each vehicle in the fleet at least once every 5 years. The study results should identify unnecessary vehicles, identify vehicles that do not match mission or location requirements, ensure optional vehicle features (such as 4-wheel drive) are necessary, and identify opportunities for vehicle sharing. The study should also seek to identify new vehicle requirements. An example of the VAM study is available on the Resource Page.

(3) **Identify Mission Critical and Special Purpose Vehicles.** During the study, determine and document if any missions require vehicle retention no matter the utilization (e.g., remote location, critical mission, one-deep position, etc.) in addition to any special purpose vehicles. An example of a special purpose vehicle is a cargo van used for transporting equipment or passenger van used to transport flight crew to/from flightline.

(4) **Determine the Optimal Fleet Profile (Inventory).** The VAM study should result in an Optimal Fleet Profile (OFP), which summarizes the numbers and vehicle types necessary to meet mission requirements. The OFP is the Agency's target fleet inventory toward which progress is measured. The OFP is available on the Resource Page.

(5) **Acquire and Dispose of Vehicles to Achieve the OFP.** Develop and execute the agency's VAM implementation strategy. The VAM OFP should always comply with the results in the annual FAST reporting and in the annual FMP. VAM is a forward-looking process to estimate agency fleet inventories and budget needs several years into the future based on the outcome of the most recent VAM study. Through the VAM process, unnecessary or non-essential vehicles, new vehicle needs, and acquisition of the most efficient vehicles meeting the mission requirement are anticipated in terms of both fiscal year acquisition and budgeting.

(6) Report VAM. Actual inventories, as well as planned out-year inventories, are reported through annual FAST vehicle data reporting via DPAS. Actual results are compared to, and progress measured against, the VAM’s OFP. Discrepancies should be noted in the annual FMP. The FMP provides the opportunity to discuss inventory results not matching the VAM OFP.

(7) VAM Study Disposition. VAM studies shall be maintained IAW DCMA Records Retention Schedule 160.01.

**4.2. UTILIZATION GUIDELINES.** As defined in Subpart 101-39 of Title 41, CFR, “An agency must be able to justify a full-time vehicle assignment.” DCMA will follow mileage utilization guidelines and VAM utilization criteria as established in the VAM.

a. Annual mileage utilization guidelines established in Subpart 101-39 of Title 41, CFR of the Federal Property Management Regulations are outlined in Table 2.

b. Mileage utilization guidelines from Table 2 apply to all NTVs.

**Table 2. Annual Minimum Mileage Utilization Guidelines for NTVs**

Vehicle Type	Pounds GVWR	Mileage
Passenger Carrying Vehicle	N/A	Minimum 3,000 per quarter or 12,000 annually
Light Trucks and general purpose vehicles	Under 12,500	10,000
Trucks and general purpose vehicles	Over 12,500 to 24,000	7,500
Heavy Trucks and general purpose vehicles	Over 24,000	7,500

c. FMs will conduct annual assessments for all NTVs whose previous yearly utilization is less than 75 percent of the mileages referred to in Table 2 to determine if NTVs should be rotated, reassigned, or returned. These assessments will be retained for audit purposes for the lifecycle of the vehicle. This assessment must:

(1) Validate if the mission requirement for which the NTV was originally acquired still exists.

(2) Verify the existing vehicle pool's ability to meet the mission with the loss of a underutilized NTV.

(3) Specify what “Other Means of Utilization” will be used to justify maintaining this underutilized NTV in the fleet inventory.

d. Annual Assessment Disposition. Annual assessments shall be maintained IAW General Records Schedule 5.4., Item 010.



## **SECTION 5: FLEET MANAGEMENT INFORMATION SYSTEM**

### **5.1. FLEET MANAGEMENT INFORMATION SYSTEM.**

a. DCMA must have a Fleet Management Information System (FMIS) in accordance with Subpart 102-34 of Title 41, CFR and DoDM 4500.36. The DPAS Maintenance and Utilization module is the FMIS for DCMA and must:

(1) Identify and collect accurate inventory, cost, and use data that covers the complete lifecycle of each NTV (acquisition, operation, maintenance, and disposal).

(2) Provide the information necessary to satisfy both internal and external reporting requirements, including:

(a) Cost per mile.

(b) Fuel costs for each motor vehicle.

(c) Vehicle level data required for FAST reporting.

b. DPAS training.

(1) DPAS has on-line computer-based training and classroom training. (See Resource Page.)

(2) DPAS access is only granted upon the passing of the test for your role within the DPAS eLearning Module.

c. DPAS access and roles requirements. (See Resource Page.)

### **5.2. ACCOUNTABLE PROPERTY.**

a. All NTVs, regardless of acquisition or cost, will have an accountable property records established in DPAS.

b. The Agency NTV FM will assign custody of the NTVs to the NTV FM.

## **SECTION 6: ACCIDENTS AND INCIDENTS**

### **6.1. ACCIDENTS AND INCIDENTS PROCEDURES.**

a. In case of an accident:

- (1) Stop immediately and turn on emergency flashers.
- (2) Safely take steps to prevent another collision at the scene.
- (3) Notify the police and supervisor.
- (4) DO NOT sign any paper or make any statement as to who was at fault (except to your supervisor or a Federal Government investigator).
- (5) When possible, obtain the name and address of witness(es) not involved in the accident. Ask the witness(es) to complete the Standard Form (SF) 94, "Statement of Witness," contained in the GSA Form 1627, "Motor Vehicle Accident Reporting Kit," envelope in the glove compartment of each GSA Fleet vehicle.
- (6) Drivers should state their name, address, place of employment, name of supervisor, and upon request show their driver's license and the vehicle's registration card, where applicable. The Federal Government is self-insured and proof of insurance is located on the back of the Motor Vehicle Accident Reporting Kit envelope.
- (7) Complete SF 91, "Motor Vehicle Accident Report" at the scene if able.
- (8) Request a copy of the police report, if applicable.
- (9) Take pictures, if possible of the collision scene and any damage to the vehicles or other property involved.
- (10) For GSA vehicles, if the vehicle is unsafe to operate contact the AMC, number on back of fuel card.

### **6.2. ACCIDENT/INCIDENT REPORTING.**

a. Vehicle operators or FMs must report an accident or incident to the Agency NTV FM and GSA Fleet's AMC regarding a GSA vehicle.

(1) Within 1 business day after the accident or incident, drivers should submit all reports and data to their supervisor. If the driver is injured, he/she should have the police notify a supervisor who will assume responsibility for reporting the accident. Additionally, comply with the procedures in DCMA Manual (DCMA-MAN) 4201-16, "Safety and Occupational Health (SOH) Program," Section 8: Mishap Notification, Reportign and Record Keeping.

(2) Within 5 business days after the accident or incident, the driver or his/her supervisor must fax or email all documentation to the AMC and Technical Directorate Safety Office (TDSO).

(3) DCMA Mishap Report Form. Comply with DCMA-MAN 4201-16, Section 8.

(a) Any work-related fatality must initially be reported to Safety and Occupational Health (SOH) immediately by phone or encrypted email until receipt of information is confirmed.

(b) Any work-related mishap resulting in an inpatient hospitalization, amputation, and/or loss of an eye, must initially be reported to the SOH within 8 hours by phone or encrypted email until receipt of information is confirmed.

(c) All other work-related mishaps resulting in injury, illness, or property damage must initially be reported within one business day of the event via encrypted email to SOH.

b. Documentation includes:

(1) SF 91 in the event of an accident.

(a) Vehicle driver must complete this form at the time and scene of the accident, if possible.

(b) Ensure SF 91 is filled out in its entirety as it is essential for the AMC to properly process claims.

(c) If a third party was involved, ensure that Section II of SF 91 is completed in its entirety. Failure to obtain information that identifies a responsible third party will result in the agency being held financially responsible.

(2) SF 94 (if applicable).

(a) Request witnesses to complete this form at the scene of the accident, if possible.

(b) Obtain witness names and telephone numbers.

(3) The vehicle operator must obtain a police report (if applicable) and submit reimbursement for the police report fee using an Optional Form (OF) 1164, "Claim for Reimbursement for Expenditures on Official Business," with payment receipt to the Agency NTV FM.

(4) Photos (if applicable and available).

c. If a third party suffers damages, injury, or death, the vehicle operator should provide the third party with a Standard Form 95, "Claim for Damage, Injury or Death." A third party

wishing to file a claim should submit the SF 95, or signed, written demand for payment in a certain sum, to the Army Claims Office nearest to the accident location. (Pursuant to DoDI 5515.08, "Assignment of Claims Responsibility," the Army is responsible for processing claims against Defense agencies.) Receipt of a claim by another Federal agency may or may not toll the statute of limitations.

### **6.3. VEHICLE REPAIR.**

a. Vehicle repair process. The GSA Accident Management Specialist handling the case is a warranted contracting officer and will manage the repair process. This GSA Accident Management Specialist will manage document collection and repairs, including review of estimates of repair, making repair decisions, and paying the vendor. The GSA Accident Management Specialist must fully document the damage to the vehicle before the vehicle is repaired.

b. The FM will verify completed repairs are satisfactory prior to signing the invoice. If there are any repair discrepancies, notify the AMC for further guidance.

### **6.4. FEDERAL TORT CLAIMS ACT AND ADDITIONAL INSURANCE.**

a. Federal law (e.g., the Federal Tort Claims Act, Military Claims Act, Foreign Claims Act) provides a limited waiver of sovereign immunity, permitting persons to file a claim or sue the United States in tort in limited circumstances. If a person is injured or property is damaged as a result of negligent or wrongful acts of a U.S. Government employee acting in the scope of his or her official duties, the injured person may file a claim against the U.S. Government.

b. The Federal Government acts as a self-insurer and assumes liability for the negligent or wrongful acts or omissions of its employees acting within the scope of their official duties, which cause injury, loss of property, or death. Consequently, U.S. Government employees, including service members, are immune from suit when performing actions within the scope of their official duties.

c. Employees on temporary duty are generally not reimbursed for collision damage waiver or theft insurance when renting vehicles for travel within the continental United States (CONUS) for three primary reasons: (1) the Government is a self-insurer, (2) rental vehicles available under agreement with the Government include full coverage insurance while the driver is performing official travel, and (3) any deductible amount you pay may be reimbursed directly to you or directly to the rental agency if damage occurred while you were performing official business. When traveling on official business outside CONUS, you may be reimbursed for such insurance ONLY if it is necessary when rental agency requirements, foreign law, or legal procedures could cause extreme difficulty for an employee involved in an accident. See the Federal Travel Regulation §301-10.451(b).

## GLOSSARY

### G.1. DEFINITIONS.

**AFV.** An NTV capable of operating on alternative fuels, such as methanol denatured ethanol, and other alcohols; mixtures containing 85 percent or more (or such percentage, but not less than 70 percent, to provide requirements relating to cold start, safety, or NTV functions) by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels; natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels (other than alcohol) derived from biological materials; electricity (including electricity from solar energy); and any other fuel that is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits.

**Commuting area.** A specific geographic area formally designated for determining eligibility for transportation of dependent students to a DoD-operated school.

**Component Heads.** Component Heads are Executive Directors, Directors, and Commanders of Executive Directorates, Directorates, Commands, and Regions.

**Domicile.** A place of residence, regardless of where located including government quarters, excluding temporary duty residences.

**Driver license.** A valid driver's license that would be required for the operation of similar NTVs for other than official U.S. Government business by the States, District of Columbia, Puerto Rico, or territory or possession of the United States in which the employee is domiciled or principally employed.

**Executive sedan.** A large sedan as classified in Class IV.

**Light duty motor vehicle.** Any motor vehicle with a GVWR of 8,500 pounds or less.

**Maintenance.** All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation.

**NTV.** Any commercial NTV, trailer, material handling or engineering equipment that carries passengers or cargo acquired for administrative, direct mission, or operational support of military functions. All DoD sedans, station wagons, carryalls, vans, and buses are considered "non-tactical." A self-propelled wheeled conveyance, that does not operate on rails, designed and operated principally for the movement of property or passengers, but does not include an NTV designed or used for military field training, combat, or tactical purposes.

**NTV accident.** An occurrence involving an NTV resulting from a collision with another moving or stationary object, an upset, falling or flying object, fire, flood, lightning, earthquake, or other acts of God. Mechanical failures resulting from operator abuse or negligence are not accidents under this definition.

**Operator.** An employee who is required to physically operate DoD NTVs.

**Place of employment.** Any place within the accepted commuting area where the person performs his or her business, trade, or occupation, even if the person is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, domicile, headquarters, or any place where the person is assigned to work, including locations where meeting, conferences, and other official functions take place.

**Public transportation.** Transportation that is or may be made available by a commercial firm or public utility on a regularly scheduled basis as a part of its public service and for which fares are collected.

**Regular means of transportation.** Includes regular public school transportation, regular private school transportation, regular inter- or intra-installation transportation, or any combination of such means of transportation. In the case of secondary school children, it also includes regular public transportation.

**Special purposes NTVs.** NTVs used or designed for a specialized function.

## GLOSSARY

### G.2. ACRONYMS.

AFV	Alternative Fuel Vehicle
AMC	Accident Management Center
CAM	Customer Acquisition Module
CFR	Code of Federal Regulations
CMO	Contract Management Office
CONUS	Continental United States
DCMA-INST	DCMA Instruction
DCMA-MAN	DCMA Manual
DPAS	Defense Property Accountability System
FAST	Federal Automotive Statistical Tool
FM	Fleet Manager
FMC	Fleet Management Center
FMIS	Fleet Management Information System
FMP	Fleet Management Plan
FNE	Functional Needs Exception
FSR	Fleet Service Representative
GHG	Greenhouse Gas
GSA	General Services Administration
GVWR	Gross Vehicle Weight Rating
HQ	Headquarters
IAW	In Accordance With
NTV	Non-Tactical Vehicle
OCONUS	Outside the Continental United States
OFP	Optimal Fleet Profile
SF	Standard Form
SF 91	Motor Vehicle Accident Report
SF 94	Statement of Witness
SOH	Safety and Occupational Health
SUV	Sport Utility Vehicle
TDSO	Technical Directorate Safety Office
U.S.C.	United States Code

VAM

Vehicle Allocation Methodology



## REFERENCES

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