



## DCMA Manual 4101-05

# Enterprise Non-Tactical Vehicles

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**Office of Primary Responsibility**

**Facilities Management Capability**

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**Purpose:** This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)":

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

## **SUMMARY OF CHANGES**

This Manual has substantive changes; they are as follows:

- Establishes a new tool to standardize the non-tactical vehicle request process
- Provides clarification to the privately-owned vehicle request process

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance applies to all DCMA organizations and personnel including potential drivers and passengers unless it conflicts with higher-level laws, regulations, or policies.

**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 (NTV).

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) DoD Manual (DoDM) 4500.36, "Acquisition, Management, and Use of DoD Non-Tactical Vehicles," Enclosure 4, paragraph 6b. A DoD Functional Needs Exception (FNE) waiver must be submitted with the acquisition approval process for non-GHG vehicles.

d. Reduce petroleum usage by requiring use of Alternative Fuel Vehicles (AFV) if alternative fuel is available within 5 miles or 15 minutes of the garage zip code. If alternative fuel is not available within 5 miles or 15 minutes of the garage zip code, then an exception will be submitted using DPAS and IAW Sections 6374 and 13212 of Title 42, United States Code.

e. Acquire higher fuel-efficient vehicles, including hybrid vehicles, neighborhood electric vehicles, electric vehicles, plug-in hybrid vehicles, an optimize fleet size IAW DoD Instruction (DoDI) 4500.36, "Acquisition, Management, and Use of Non-Tactical Vehicles (NTVs)," and DoDM 4500.36.

f. Implement accountability, maintenance, utilization, and dispatch management programs to ensure assigned NTVs are accounted for, maintained, used, and dispatched using DPAS and the DCMA NTV Reservation Tool.

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 compact or smaller, except where larger vehicles are mission essential.

i. Adhere to the reporting requirements contained in DoDI 4500.36 and DoDM 4500.36, and any other requirements related to DoD motor vehicle fleets.

j. Appoint, in writing, all-levels of NTV Fleet Managers (FM) to accomplish the responsibilities in this Manual, and provide copies of all appointments 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 other DCMA enabling capabilities with 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 current DoD policy.
- b. Review NTV reports prior to submission to the Director, Corporate Operations.
- c. Identify other DCMA enabling capabilities with cross-capability issues that have the potential to impact the NTV Program.
- d. Direct the reporting of NTV Program expenditures IAW 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, who are responsible for implementing the NTV Program. The designation memorandum must be provided 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. Manage, control, and direct fleet operations to support the Agency's mission requirements.
- b. Schedule, forecast, and survey Agency NTV use and fleet size to ensure functional needs are met.
- 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. Using fuel purchase systems, monitor NTV fuel card distribution and fuel use.
- h. Participate in various workshops and educational programs, and maintain knowledge regarding FM.
- i. Identify industry best practices to develop and implement Agency policy based upon them.
- 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. Prepare corrective action plan to resolve fleet management areas not in compliance with higher headquarters objectives.
- l. Manage and submit a Fleet Management Plan (FMP) to the DoD NTV FM.

**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. Submit requests for limited exemption to display U.S. Government license plates and motor vehicle identification to Agency NTV FM.
- d. Monitor and ensure fleet operation complies with local, state, and country rules and regulations.
- e. Monitor data management systems for assigned NTVs.
- f. Participate in various workshops and educational programs and maintain knowledge regarding NTV Fleet Management.
- g. Implement DCMA operational NTV standards.
- h. Monitor NTV financial expenditures and report irregular transactions.
- i. Assist with the submission of the FMP.



- j. Use the DCMA NTV Reservation Tool to dispatch NTVs.

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

- a. Support and assist the NTV FM.
- b. Dispatch NTVs using the DCMA NTV Reservation Tool.

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

- a. Submit NTV request using the DCMA NTV Reservation Tool and 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 operation of an NTV.
- c. Report NTV traffic violations, accidents, or damage to the NTV FM/Dispatcher as soon as possible.
- d. Perform a walk-around safety check and report discrepancies to NTV FM/Dispatcher before departure.
- e. Not use an NTV once their driver license, including foreign driver license, becomes suspended or cancelled. The NTV operator's supervisor must be informed immediately upon occurrence.
- f. Submit a request for a reasonable accommodation if a medical condition interferes with the ability to safely operate an NTV.
- g. Use the assigned fleet card for purchasing fuel and returning the NTV with a full tank of fuel. Additionally, return all purchase receipts and invoices to the NTV FM for filing and audit purposes.
- 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, use tobacco products, e-cigarettes, and vapes in an NTV.
- k. Use a seatbelt while an NTV is in operation.

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

- a. Use a seatbelt while an NTV is in operation.

- b. Not consume food in an NTV.
- c. Not consume alcohol, use tobacco products, e-cigarettes, and vapes 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 acquire Class I and II vehicles with the minimum body size and maximum fuel efficiency to meet mission requirements, excluding the DCMA Director's NTV. All new light duty NTVs, leased or purchased, will be AFVs, except in overseas locations.

c. Acquisition of 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.

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

a. GSA Requirements.

(1) Replacement vehicle. A replacement vehicle can be new or used and replaces a GSA leased vehicle currently in the fleet. The following are considerations for whether a GSA vehicle should be replaced:

- (a) GSA Vehicle Minimum Replacement Standards. (See Resource Page.)
- (b) The vehicle's age, mileage, condition, and repair history.

(2) Additional vehicle. An additional vehicle is a vehicle that does not replace an existing leased vehicle, thereby increasing DCMA's fleet size. Additional vehicles will be acquired only when the requirement cannot be filled from existing resources and funding and a vehicle are available.

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

b. Vehicle Acquisition Tools.

(1) Federal Vehicle Standards. The Federal Vehicle Standards classifies various types and sizes of commercially available vehicles, and establishes minimum technical, quality, and optional equipment specifications. The standards ensure vehicles purchased by GSA are safe, durable, and economical, and provide uniformity in the acquisition process. These standards are developed by GSA and are published to cover current model year vehicles. (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 Agency NTV FM and then to the DoD FM for review and approval. After approved by the DoD FM, the Fleet Service Representative (FSR) will finalize the vehicle order and place the order with the manufacturer. (See Resource Page.)

(3) DoD Guidance. DoD Guidance for the current replacement cycle will be posted on the Resource Page when available and will include: allowed vehicle types, AFV surcharge amount, the process for approving additional vehicle requests, etc.

c. Vehicle Transportation Expense. DCMA organizations 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 the marshaling site directly to the DCMA location.

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

(c) Immediate need delivery. Vehicles transported from other areas of the country to meet an immediate and/or emergent need.

(2) GSA Fleet will charge DCMA the transport fee when a DCMA organization requests a vehicle transport and the vehicle is not present for pick-up or it is not operational to complete transport.

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 the 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 the new vehicle(s); vehicle leasing charges will start after the 8th day. FMs will communicate with the FSR if unable to take possession of the new vehicle by the 8th day or if a change to the delivery destination is necessary.

(2) Once the appointment is made and prior to actual vehicle turn-in, the FM is responsible for removing 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, then it should be reported to the Accident Management Center (AMC) in advance.

(4) The marshaling site will complete a GSA vehicle accountability form detailing the condition of the vehicle being turned in. DCMA will be responsible for paying for any vehicle damage. The FM will provide a copy of the GSA vehicle accountability form to the Agency NTV FM.

(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 turning in a vehicle allowing for possible reassignment within DCMA. Until GSA sells or reassigns non-essential vehicles, it will continue to bill DCMA for the vehicles' costs.

(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 and request those be returned, so that non-essential vehicles eligible for sale are turned in to GSA. This notice will include a detailed list of the number, type, and location of the vehicles to be turned in. If more than five vehicles are pending return, then the Agency NTV FM must provide at least 120 days advance notice to and work with GSA Fleet to determine:

- (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 exchanged for similar, sales eligible vehicles within the same account.
- (d) Vehicles that do not meet GSA Fleet sales eligibility, which can be exchanged for similar, 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. DCMA will be responsible for paying for transportation costs.

f. Seasonal Use/Vehicle Holdover. If there is a mission need to cover temporary demand surges that coincide with the delivery period of replacement vehicles, then the FSR should be contacted to request approval to retain a replaced vehicle. The following factors should be considered for requesting a holdover: whether the account is current without aged, unpaid invoices and whether 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 DCMA vehicle acquisition request must demonstrate that the transportation requirement cannot be:

(1) Satisfied by using existing or expanded DoD shuttle bus or taxi services.

(2) Met by redistributing existing assets to meet the requirement without causing an overall increase in NTV authorizations.

(3) Supported by using alternative transportation resources.

b. Outside of the Continental United States (OCONUS) NTVs should be acquired in the most cost-effective manner (e.g., purchase or lease), and validated with a cost comparison study.

c. Within CONUS, GSA leased vehicles are the mandatory source.

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

e. Because of a lengthy approval process, justification and budget estimates for NTV acquisitions must be submitted at least four years prior to the requirement.

f. 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 and provided to the Agency NTV FM.

b. The study 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. Total monthly costs for each method will be determined as follows:

(1) This acquisition 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 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 because some overhead costs will continue even if leasing is pursued.

(2) GSA leased vehicles. This acquisition method includes a standard monthly rate and mileage rate for each vehicle type and are on this Manual's Resource Page. GSA charges include the costs of fuel, maintenance and replacement, and only auxiliary equipment costs would need to be added.

(3) Commercially leased vehicles. The provisions in commercially leased contracts may vary. The monthly lease rate must include any mileage charges. Also included is the Government's cost to administer the lease contract, which is calculated as four percent of the total estimated monthly lease charge, as well as any fuel and maintenance costs not included in the lease charge.

c. After determining the monthly aggregate cost for each acquisition method, these costs should be compared to determine the most cost effective method to acquire the NTV.

d. Components may lease NTVs from commercial sources when one or more of the following 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 GSA Fleet or purchase.

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

(4) NTVs are not immediately available from GSA Fleet.

(5) Mission requires a make, model, or style not available from GSA Fleet.

**3.5. GSA SHORT-TERM LEASE.** Short-term leases for NTVs must be for terms less than 120 days and may be used to satisfy temporary peak loads, unusual requirements, or emergencies, without meeting the approval requirements for long-term leases.

**3.6. LONG-TERM LEASE.** Long-term NTV leases, which are ones for 121 consecutive days or longer, are subject to the following approval requirements:

a. For NTVs OCONUS, earlier approval to lease commercially will be obtained from the International Director in coordination with the Agency NTV FM.

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

c. 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 GUIDELINES

**4.1. VEHICLE ALLOCATION METHODOLOGY.** DCMA will use the VAM to determine the optimal fleet inventory to meet its mission requirements, identify resources necessary for effective and efficient NTV operation, and identify unnecessary or non-essential NTVS to relocate or eliminate from the fleet inventory.

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

(1) Develop Utilization Criteria, which are vehicle use measurements that justify the Agency's vehicle fleet requirements. The DCMA utilization criteria are 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 flight line.

(4) Determine the Optimal Fleet Profile (OFP) (Inventory). The VAM study should result in an 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 Manual (DCMA-MAN) 4501-04, Volume 2, “Records Retention Schedule.”

**4.2. UTILIZATION GUIDELINES.** 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, Code of Federal Regulations of the Federal Property Management Regulations are outlined in Table 2.

b. Table 2 provides the annual minimum mileage utilization guidelines, which apply to all NTVs.

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

<b>Vehicle Type</b>	<b>Pounds GVWR</b>	<b>Mileage</b>
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. For audit purposes, assessments will be retained for the life of the vehicle and 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 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 FMIS as required by 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 granted only after passing the DPAS eLearning Module test applicable to the user's role.

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 record established in DPAS.

b. The Agency NTV FM will maintain accountability for the NTVs.

## SECTION 6: ACCIDENTS AND INCIDENTS

**6.1. ACCIDENTS AND INCIDENTS PROCEDURES.** In case of an accident/incident, the vehicle operator will:

- a. Stop immediately and turn on emergency flashers.
- b. Safely take steps to prevent another collision at the scene.
- c. Notify the police and supervisor.
- d. DO NOT sign any paper or make any statement as to who was at fault (except to your supervisor or a Federal Government investigator).
- e. 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.
- f. 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.
- g. Complete SF 91, "Motor Vehicle Accident Report," at the scene if able.
- h. Request a copy of the police report, if applicable.
- i. Take pictures, if possible of the collision scene and any damage to the vehicles or other property involved.
- j. Contact the AMC, number on back of fuel card, if the vehicle is unsafe to operate.

### 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 involving 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, the procedures in DCMA-MAN 4201-16, "Safety and Occupational Health (SOH) Program," Section 8: Mishap Notification, Reporting and Record Keeping, should be followed.

(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. The procedures in DCMA-MAN 4201-16, Section 8, should be followed.

(a) Any work-related fatality must immediately be reported to Safety and Occupational Health (SOH) 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 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 be reported within 1-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 a claim to the Agency NTV FM for reimbursement of any cost to obtain a copy of the police report using an Optional Form (OF) 1164, "Claim for Reimbursement for Expenditures on Official Business," with payment receipt.

(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 assigned to handle the case will be a warranted contracting officer and will fully document the vehicle damage and manage the repair process by collecting documents, reviewing repair estimates, making repair decisions, and paying the vendor.

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

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

a. Federal law (e.g., the Federal Tort Claims Act; and Sections 2733 and 2734 of Title 10, United States Code, also known as the "Military Claims Act" and "Foreign Claims Act") provide limited waivers 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 their 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 personal liability, as long as they were acting 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 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 insurance deductible paid is reimbursable to either the employee or the rental agency. The traveler is reimbursed optional insurance on a rental only when traveling in foreign areas where insurance is required by law or when traveling for certain classified special operations in the CONUS or non-foreign areas OCONUS. For these classified special operations, the AO must specifically approve the insurance reimbursement." (See Joint Travel Regulation, 020209C.)

## SECTION 7: PROCEDURES FOR REQUESTING USE OF VEHICLES

### 7.1. NTV USE REQUEST.

a. Before requesting use of an NTV, the approving official must determine that this mode of travel is the most advantageous to the government, following the procedures in DCMA-MAN 4301-08, Volume 1, "Travel: Official Travel Business Rules," Section 6: Non-Tactical Vehicle Travel.

b. All DCMA CONUS locations will have access to the DCMA NTV Reservation Tool by the end of calendar year 2021, and it must be used to request an NTV for official travel. To do so:

(1) Requestor submits NTV request to supervisor to approve use of NTV. The submission to supervisor ensures they are aware of NTV use and can attest to the approval if ever in question.

(2) Supervisor may approve or disapprove request and then forwards to NTV Dispatcher if approved. If disapproved, the request is returned to requestor without further processing.

(3) NTV Dispatcher reviews request for NTV availability/unavailability and overnight retention, if selected, to meet trip requirements.

(a) If an NTV is available, an NTV is assigned and returned to requestor.

(b) If an NTV is available and overnight retention is requested, the NTV Dispatcher assigns NTV and the tool forwards request to Director/Commander/Deputy for approval.

(c) If unavailable, the NTV Dispatcher checks the unavailable box and returns to requestor. The requestor will use this unavailable response as validation to discuss with supervisor prior to seeking other transportation methods available to them. Additionally, requestor will convert unavailable response to electronic file and upload to travel authorization or voucher.

(4) Director/Commander/Deputy may approve or disapprove NTV overnight retention request from requestor's immediate residence based on if it would be impractical or more costly to have the employee obtain the NTV from their normal duty station before leaving on the directed temporary duty.

(a) If approved, the NTV Dispatcher and requestor will receive notification of the approval.

(b) If disapproved, the NTV Dispatcher and requestor will receive notification of the disapproval. The NTV Dispatcher will return the assigned NTV back to available status after receiving the disapproval.

**7.2. PRIVATELY-OWNED VEHICLE (POV) USE REQUEST.**

a. To obtain authorization to use a POV for official travel, follow the procedures in DCMA-MAN 4301-08, Volume 1, Section 6.

b. The DCMA NTV Reservation Tool allows the requestor to request use of a POV in lieu of an NTV. The approval of POV use is the Defense Travel System Authorizing Official and “not” the DCMA NTV Reservation Tool.

c. The requestor may select one of the following responses when requesting NTV use: Is POV requested? Yes, No or Contingent

(1) Whatever is selected using the procedures in Paragraph 7.1.

(2) The DCMA NTV Reservation Tool request provides the Defense Travel System Authorizing Official information necessary to make an informed decision regarding the requestor’s travel arrangement.



## 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.

**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.

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

**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
CMO	Contract Management Office
CONUS	Continental United States
DCMA-MAN	DCMA Manual
DoDI	DoD Instruction
DoDM	DoD Manual
DPAS	Defense Property Accountability System
FAST	Federal Automotive Statistical Tool
FM	Fleet Manager
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
IAW	in accordance with
NTV	Non-Tactical Vehicle
OCONUS	Outside the Continental United States
OF	Optional Form
OFP	Optimal Fleet Profile
POV	Privately-Owned Vehicle
SF	Standard Form
SF 91	Motor Vehicle Accident Report
SF 94	Statement of Witness
SF 95	Claim for Damage, Injury, or Death
SOH	Safety and Occupational Health
SUV	sport utility vehicle
TDSO	Technical Directorate Safety Office

VAM                      vehicle allocation methodology

## **REFERENCES**

Code of Federal Regulations, Title 41, Subpart 101-39  
DCMA Manual 4201-16, "Safety and Occupational Health (SOH) Program," November 5, 2018  
DCMA Manual 4301-08, Volume 1, "Travel: Official Travel Business Rules,"  
September 30, 2019  
DCMA Manual 4501-04, Volume 2, "Records Retention Schedule," April 14, 2021  
DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013  
DoD Instruction 4500.36, "Acquisition, Management, and Use of Non-Tactical Vehicles  
(NTVs)," December 11, 2012, as amended  
DoD Instruction 5515.08, "Assignment of Claims Responsibility," August 30, 2016  
DoD Manual 4500.36, "Acquisition, Management, and Use of DoD Non-Tactical Vehicles,"  
July 7, 2015, as amended  
Executive Order 13834, "Efficient Federal Operations," May 17, 2018  
Federal Tort Claims Act  
Federal Travel Regulation, current edition  
Office of Management and Budget Circular No. A-11, "Preparation, Submission, and Execution  
of the Budget," June 29, 2018  
United States Code, Title 10  
United States Code, Title 42