DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT NEW YORK
990 STEWART AVENUE
2ND FLOOR, SUITE 220
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 11240.1N
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NAVY RECRUITING DISTRICT NEW YORK INSTRUCTION 11240.1N

Subj: REGULATIONS CONCERNING OPERATION OF GSA LEASED VEHICLES

Ref: (a) NAVCRUITCOMINST 4400.1D
(b) New York Statute 605.2
(c) JAGMAN 5800.7D (JAGMAN)
(d) OPNAVINST 5100.12J
(e) NAVFAC P-300
(f) DOD Directive 4500.36

1. Purpose. To publish instructions and procedures to be followed with respect to the operation, maintenance and reports of Navy owned, rental and General Services Administration (GSA) vehicles assigned to Navy Recruiting District (NRD) New York, per references (a) through (f).

2. Cancellation. NAVCRUITDISTNYINST 11240.1M CH-1.

3. Action. All operators of government owned or leased motor vehicles are responsible for carrying out the operation, maintenance and reporting procedures applicable to vehicles as set forth in this instruction and references (a) through (f).

4. Discussion. Vehicles are assigned to NRD New York for the specific purpose of recruiting support. A highly presentable and reliable vehicle is not only a means of transportation, but also a good advertisement for the United States Navy. The operator plays an important role in maintaining and caring for any vehicle to which he or she is assigned since operating habits can increase or reduce the maintenance problems and cost of the vehicle. The best and safest drivers handle their vehicles with care. Proper care with regards to the appearance of our vehicles is important. Clean vehicles, both inside and out, look better and last longer.

5. Use of Vehicles. The use of official vehicles outside the district boundary is prohibited without the express written permission of the NRD Commanding Officer.

6. Unauthorized Use of Government Vehicles

a. The official vehicle will not be used for any purpose other than recruiting or other official Navy business. Since official vehicles are a conspicuous part of the NRD, and since there is extreme public and official sensitivity to the purpose for which official vehicles are used, the following shall be avoided:

(1) Overcrowding of official vehicles.

(2) Wearing of civilian clothing by Navy drivers using official vehicles, unless circumstances warrant (i.e., PFA and command picnics).

(3) Unauthorized passengers (i.e., children, family members, hitchhikers, friends, and members not applying for enlistment).

(4) Aggressive driving, including: speeding, bullying, rudeness, etc.

(5) Smoking in vehicles.

(6) Use of cellular telephones and Bluetooth devices while driving.

(7) The concept of leapfrogging used in the context of personal gain. Government Vehicles (GOV) are to be used for official use. Whereas the use of a GOV for personal gain is unauthorized in the form of leapfrogging, such as parking or placing a GOV at a location that is of convenience to the individual rather than the government. Where an individual decides to reside is a personal choice, if a member decides to live close to work to save gas that is their decision. If a member decides to live a good distance away from their station and drive a farther distance that is their decision. Under no circumstance should the member who lives an extended distance be allowed to drive a GOV to a station closer to their residence strictly for the convenience of that individual.

b. Vehicle Disposition

(1) When a service member, through his/her own negligence, has caused damage to a government vehicle, he/she

may be advised that the member arrange for suitable repair(s) at his/her own expense. This is addressed in reference (c). Restitution may also be made voluntarily in accordance with section 01450 of reference (c). This constitutes an assumption of pecuniary responsibility for the damage to the vehicle and checkage of current pay may be authorized to collect the debt.

(2) Additionally, automobile accident investigative reports will be forwarded to the Navy Legal Service Officer, Norfolk, VA with a request that the amount of repair cost be collected. If the investigation clearly established the service member caused the damage through a negligent or intentional act, the claim will be pursued against the service member.

c. Driver Disposition. The first time a driver is found to have a fault/line of duty accident, he/she will be assigned to the Traffic Safety Council for a period of not less than one year and issued a non-punitive letter of caution. Any fault accident will be subject to punitive action in the event of clearly unacceptable behavior leading to the accident determined by the recommendation by the Traffic Safety Council. Three vehicle accidents will trigger an investigation by the Vehicle Coordinator, SUPPO and XO to determine if driving privileges should be suspended or terminated.

7. Credit Card Use/Purchasing Fuel

a. When referring to reference (a), replace SF-149 with SmartPay 2 Card.

b. In addition to purchases authorized utilizing the SmartPay 2 Card listed in reference (a), ensure only regular grade fuel is used in Government Vehicles.

8. Accident Investigations. If an accident occurs, follow the procedures outlined below.

a. Notify your Chain of Command, Command Duty Officer and Vehicle Coordinator within 24 hours of the accident/incident.

b. The following is required to be completed as soon as possible after the accident:

(1) Motor Vehicle Accident Report (SF-91/Rev. 93) must be submitted regardless of the dollar value of the accident.

(2) Accidents estimated under $2,500.00, only one (1) estimate is required. Accidents estimated at $2,500.01 or more require three (3) estimates and estimates over $5,000.00 require a JAG Investigation. The GSA motor pool does not give estimates except when government vehicles have been towed to their motor pool.

(3) Within three calendar days of the accident, the Motor Vehicle Accident Report (SF-91/Rev. 93) must be submitted; a Police Accident Report must also be obtained during this timeframe and submitted.

(4) Photographs of the damaged government vehicle.

(5) Statement of Witnesses (SF-94), if applicable.

(6) Claim For Damage, Injury or Death (SF-95), if applicable.

9. E-Z Pass/GPS Operating Procedures

a. E-Z Pass/GPS will be used for official purposes only.

b. E-Z Pass/GPS will not be used with another vehicle without prior approval from the SUPPO.

c. E-Z Pass/GPS must be inventoried daily as part of vehicle start-up procedures.

d. If E-Z Pass/GPS is lost or stolen, contact the NRD Vehicle Coordinator immediately. If GPS is lost or stolen, contact NRD Minor Property Coordinator immediately.

e. Improper use of E-Z Pass (i.e. utilized in a POV) is subject to disciplinary action.

f. If E-Z Pass is confiscated or deactivated due to speeding or other improper behavior, the service member and/or station will be responsible to pay all future tolls, out-of-pocket, to be reimbursed through the out-of-pocket expenses program by generating a local voucher through the Defense Travel System until privileges are reinstated.

g. The E-Z Pass/GPS should never leave the government vehicle glove compartment during working hours or the station/office after working hours while the vehicle is parked. The E-Z Pass shall be mounted on the windshield below the rear view mirror during use to ensure the transponder is read to avoid violations.

D. W. BYRD