



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT RICHMOND
411 EAST FRANKLIN STREET
SUITE 101
RICHMOND, VA 23219-2243

NRDRICHINST 4400.1A

Code 00

AUG 11 2009

NAVCRUITDIST RICHMOND INSTRUCTION 4400.1A

Subj: TRAFFIC AND PARKING VIOLATION LOCAL INSTRUCTION FOR
NAVY RECRUIT DISTRICT RICHMOND

Ref: (a) COMNAVCRUITCOMINST 4400.1C CH6

Encl: (1) Indoctrination Program

1. **Purpose.** To establish procedures for Traffic and Parking Violation Local Instruction for NRD Richmond.

2. **Discussion.**

a. Added information concerning Traffic and Parking Violations.

3. Point of contact for policy clarification is the SKC Anderson at (804) 771-2001 Ext. 156

A handwritten signature in black ink, appearing to read "John D. Nell".

JOHN D. NELL

Distribution:
Electronic only, via email

AUG 1 1 2009

805. Indoctrination Program

1. NAVCRUITDISTINST will establish a local Indoctrination Program to cover the following:

- a. Check driver's license.
- b. Training in:
 - (1) Mishap reporting
 - (2) Vehicle care/maintenance/repair
 - (3) Credit card utilization/purchasing fuel
 - (4) Domicile-to-duty
 - (5) Vehicle logs
 - (6) Prohibited practices
 - (7) Defensive driving
- c. Written examination.
- d. Road checks.

2. Prior to being permitted to operate a Government-owned or leased motor vehicle, each individual shall successfully complete the NRD Richmond indoctrination program.

3. Traffic and Parking Violations. Parking fines imposed as a result of a member's intentional or negligent actions is the responsibility of the member and is not reimbursable by the Government. Parking is extremely limited in many areas and all recruiting personnel must use the greatest discretion in order to maintain harmonious relations at all times with the local civil authorities. **The operator pays the fine.** There is no method for the Government to pay a fine for an operator even if the violation occurred in the performance of duty. Comptroller General Decision B-107081 states that a fine imposed by a court upon an employee for violations committed while operating a Government Vehicle in the performance of their official duties is a personal responsibility of the employee and there is no authority for the payment from appropriated monies. Further guidance may be obtained from COMNAVCRUITCOM. Vehicle Coordinator will supply all name of NRDRICRUITDIST personnel to

Enclosure (1)

AUG 11 2009

state and local law agencies when determine though an investigation that NRDRICRUITDIST are fault for Traffic and Parking Violations.

a. NRDCRICRUITDIST Vehicle Coordinator shall liaison with state Departments of Motor Vehicle and local law agencies to ensure recruiter vehicles are "clean and free" of outstanding traffic citations semi-annually and prior to each recruiter's transfer.

b. Recruiters/support personnel who have outstanding Tickets/violations shall be notified via the chain of command. Vehicle Coordinator will determine who

c. Parking Expense Reimbursement for POV parking is only authorized for Enlisted Recruiters (NEC 9585 or 9587), Officer Recruiters, and NAVCRUITDIST personnel who work at a MEPS. All other personnel are ineligible. Eligibility will be strictly held to Joint Federal Travel Regulations (JFTR) criteria. Reimbursement will be funded from NAVCRUITDIST OPTAR funds. It is strongly encouraged that all NAVCRUITDISTs make alternate arrangements such as carpools, staggered work hours etc., in order to assist NAVCRUITDIST personnel with this problem.