



DEPARTMENT OF THE NAVY

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

NRDRICHINST 4640.1C

Code 10

9 Aug 10

NAVCRUITDIST RICHMOND INSTRUCTION 4640.1C

Subj: VEHICLE DOMICILE TO DUTY

Ref: (a) DOD Regulation 4500.36
(b) OPNAVINST 5102.1
(c) COMNAVCRUITCOM 4400.1

Encl: (1) Domicile to Duty Log
(2) Domicile to Duty Authorization/Request

1. Purpose. To issue policy and guidelines for the use of government vehicles used by Navy Recruiting District Richmond personnel for transportation to and from their residence.

2. Background. Reference (a) grants authority for all recruiting personnel to use Government Owned Vehicles (GOV) for domicile-to-duty transportation as authorized by their Commanding Officer and/or the delegated representatives. Please note that the use of Government-owned or controlled vehicles (GOV's) to transport individuals between their residence (domicile) and place of employment (duty) is generally prohibited by 31 U.S.C. 1344.

3. Action. The use of a GOV remains for "official use only." The purpose of a trip must be related to the performance of official duties or in connection with activities conducted under official authorization. The GOV can be used for recruiting related activity at any location provided no unauthorized individual is being transported. In order to assist in Personally Developed Contacts (PDC), encourage spontaneous casual conversation and improve the quality of life for all recruiting personnel, domicile to duty use of a GOV is allowed under the following conditions:

a. No family members or other unauthorized personnel are allowed to drive or ride as passengers in the GOV.

b. A domicile to duty authorization and request (enclosures 1 and 2) must be on file with the vehicle coordinator prior to using the GOV in this capacity.

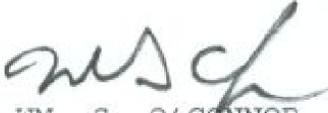
c. Military members shall be considered on duty when in a GOV and shall conduct themselves accordingly.

d. In addition to the vehicle logs, a domicile to duty log shall be maintained by using enclosure (1).

e. Domicile to duty must be approved by the individual's Commanding Officer, Department Head or Zone Supervisor. District staff will obtain CO approval, while recruiters will obtain approval from their Department Head or Zone Supervisor. Approval must be documented using enclosures (2) and (3).

f. GOVs cannot be used for personal reasons.

4. A domicile to duty policy is designated to improve recruiter quality of life. It is important that everyone using a government vehicle for domicile to duty conduct themselves in accordance with stated policies so that this privilege is not revoked. Those found abusing this policy are subject to disciplinary action under the Uniform Code Of Military Justice(UCMJ).


WM. S. O'CONNOR

Distribution:
NRDRICHINST 5216.1
List V

From: (Name and Station of Requester)
To: Commanding Officer, Navy Recruiting District, (Area)

Subj: REQUEST FOR DOMICILE-TO-DUTY

Date/Time: DD SELECT MONTH SELECT A YEAR/ TIME

Justification/Applicant: Example: Pick up applicant to transport to MEPS. Applicant lives 20 miles west of station and 5 miles west of my domicile.

Gov Vehicle Tag Nbr: -

1. The amount of miles from assigned duty station to domicile is approximately miles.
2. Upon completion or within 24 hours of domicile-to-duty, I will notify you of the actual mileage.

Very respectfully,

(Signature of Requester)

(Print Name, Last, First, MI,
Rate)

To: (Name of Requester)

Subj: DOMICILE-TO-DUTY

1. Domicile-to-Duty is (circle one) authorized / denied for
_____.
(Date)

(Signature of Commanding Officer)

Enclosure (2)