



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT, PORTLAND
7028 N.E. 79TH COURT
PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 11240.1J
SUPPO
21 Mar 13

NAVCRUITDIST PORTLAND INSTRUCTION 11240.1J

Subj: USE AND RESTRICTION ON THE USE OF MOTOR VEHICLES

Ref: (a) COMNAVCRUITCOMINST 5400.2E
(b) JAG Manual (JAGINST 5800.7E)
(c) COMNAVCRUITCOMINST 4400.1D
(d) NAVFAC P-300
(e) DoD Regulation 4500.36-R

Encl: (1) Sample Request for Domicile-To-Duty (DTD) Letter
(2) Domicile-to-Duty Log (NAVCRUIT Form 11240/2 (8-01))
(3) Vehicle Log Page 2 (NAVCRUIT Form 11240/4 (5-2012))

1. Purpose. To implement and amplify the procedures set forth by references (a) through (e) and to establish guidelines pertaining to the proper use of Government-owned/controlled vehicles.

2. Cancellation. NAVCRUITDISTPORTLANDINST 11240.1H.

3. Scope. A full understanding of the policy and operational guidance contained in this instruction is mandatory for all personnel assigned to NRD Portland whose duties may/will involve operation of a Government-owned/controlled vehicle (GOV) at any time.

4. Motor Vehicle Use. GOVs will be used only for official purposes. When questions arise concerning the "Official Use" of a vehicle, the statutory provisions and policies of the above references shall be complied with. Defining "Official Use" must include the determination that the transportation is essential to the successful completion of a Department of Defense (DoD) function, activity or operation and if it is consistent with the purpose for which the vehicle was rented or acquired.

a. The term "Official Use Only" includes, but is not limited to, the following:

(1) Transportation essential to the successful completion of a DoD function, activity or operation.

(2) Transportation of military or civilian personnel officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities. Transportation of other individuals (i.e. hitchhikers, friends, family members) is prohibited unless the individual transported can be considered as essential to the completion of the assigned mission.

(3) Transportation of prospective military recruits may be provided in connection with interviewing, processing and orientation.

b. Domicile to Duty (DTD) refers to official recruiting business performed away from the regular duty station as set forth in references (b), (c) and (d). Recruiters may use GOVs between their home and recruiting office when they have an assignment away from their office which requires them to either proceed directly to that place of assignment without reporting first to their office, or to return from such place of assignment after normal duty hours. **Individuals requesting authorization to use a GOV for DTD purposes must submit a written request and received approval in writing from a division officer or higher prior to the start of the trip.** Blanket approval is not authorized. The request must be submitted following the sample format in enclosure (1) and must have the date(s) requested, mileage between normal duty station and residence, the tag number of the GOV, and justifications supporting the following:

(1) Such use of a GOV is advantageous to the government;

(2) The individual's assignment or obligation is related to field recruiting;

(3) The assignment or official obligation is significantly distant from the individual's normal duty station;

(4) The individual's regular duty station is not located between his/her domicile and the place of assignment or obligation.

c. Records and reports:

(1) The original DTD request and authorization will be submitted to the Vehicle Coordinator who will maintain them in the respective vehicle folder and be made available for audit and inspection.

(2) The individual who was authorized DTD will fill out enclosure (2). A separate DTD entry must also be made on page 2 of the Vehicle Log, NAVCRUIT 11240/4, as shown in enclosure (3).

(3) Within 24 hours of the DTD travel, the individual who performed the DTD must present the DTD Log to his/her supervisor who will in turn verify it to ensure compliance with the DTD policy.

(4) The original properly filled out Domicile-to-Duty Log and the applicable vehicle report will be submitted to the vehicle coordinator who will in turn present them to the LSO for review and signature.

d. Operation of a Vehicle

(1) All government vehicles will be operated by qualified drivers who have completed the vehicle indoctrination program as required. All personnel attached the NRD Portland will comply with the applicable state and local traffic regulations. The cost of any traffic citations shall be paid by the vehicle operator, not the command.

(2) A Vehicle Log, NAVCRUIT 11240/4 will be maintained for each vehicle. This log is available in the Supply department or the Quarterdeck. The log will be closed at the end of each month and submitted to the vehicle coordinator with all receipts for purchases made during the month, no later than five calendar days after the month ends.

(3) Well kept and properly marked recruiting vehicles are valuable publicity assets (mobile signboards); however, improper handling, discourteous driving, and an unclean vehicle can have a negative effect. It is therefore imperative that all vehicles be kept neat, clean and orderly, both inside and out, whether on or off the road.

(4) A U.S. Government Credit Card is furnished with each vehicle for the purchase of fuel and other consumable vehicle supplies (e.g., windshield cleaner, wiper blades, replacement bulbs, oil change, car wash, etc.). All credit card purchases for fuel will be for regular, as distinguished from premium, fuel (except for E-85 vehicles. Comply with instructions for finding E-85 equipped gas stations) and from a self service pump only except in the State where full service is the law. The purchase limit for the credit card is \$100.00 per transaction. Prior authorization is required for any purchase exceeding \$100.00, and the purchase of batteries, tires, and windshield replacement, regardless of cost. Call the GSA Maintenance Center (866-400-0411) to obtain authorization or if you are not sure if the credit card can be used to purchase certain items. As a rule of thumb, if you're not sure call GSA or the Supply Officer (SUPPO).

e. Motor Vehicle Accident Prevention Program. In the interest of promoting safe driving, all operators will comply with the following regulations:

(1) GOVs shall not be driven within eight (8) hours of consumption of any amount of alcoholic beverages.

(2) No one may drive or require another person to drive a GMV more than a total of 10 hours in a 24-hour period. Any driving in excess of this standard should only be undertaken after a thorough risk assessment, following the principles of Operation Risk Management (ORM), is completed.

(3) Seatbelts shall be worn by all occupants of the vehicle while it is in motion. It is the responsibility of the driver of the car to ensure that all passengers are wearing seatbelts.

(4) Headlights shall be on at all times that the vehicle is in motion.

(5) The emergency/parking brake shall be engaged whenever a vehicle is left unattended.

(6) The driver has the responsibility for maintaining the mechanical and cosmetic condition of the vehicle and for ensuring that appropriate safety items are in the vehicle. A

safety inspection of each vehicle should be conducted monthly. Use the check list on page 3, Section D of enclosure (3) for this purpose. Use the check list on page 3, Section D of the Vehicle Log, NAVCRUIT 11240/4 for this purpose.

(7) All drivers have the right and the responsibility to ground a vehicle which they determine to be unsafe. No one shall be required to operate an unsafe vehicle.

(8) All motor vehicle operators under the age of 25 shall complete the AAA Driver Improvement Program, or the NKO Driving for Life on line. Provide a certificate of course completion to the vehicle coordinator. Newly reporting personnel will be briefed on mishap reporting procedures during check-in.

(9) No one shall engage in the use of any portable electronic device (e.g., cell phone, portable audio device, etc.) while operating a GOV. If such use is determined necessary, the motor vehicle operator shall first locate a suitable area to pull the vehicle to the side of the road out of the flow of traffic and disengage the transmission, prior to use of any portable electronic device.

5. Accidents and Incidents Reporting Procedure. Vehicle operators must report any accident and incident immediately by telephone to the SUPPO, Command Duty Officer and their chain of command. This includes damage resulting from accidents, theft, vandalism, or arising from natural phenomena. The supervisor of the operator involved in the accident shall ensure that the required reports and supporting documents as described below are submitted in a timely manner.

a. Motor Vehicle Accidents. In the event of an accident, the operator of the vehicle will do the following.

(1) Take steps to prevent another accident at the scene and call for emergency responders if anyone is injured. Notify the local enforcement authority and obtain a copy of the police report, if readily available, or the report or case number.

(2) While still at the scene of the accident, take careful notes to obtain names and addresses of all persons involved and the extent of injuries, if any, and any witnesses.

Make notes of detail information such as time, weather, road condition and location (streets, highway or intersection) where the accident occurred. If another vehicle is involved, obtain information such as license plate number, registration, insurance, and driver's name of the other vehicle.

(3) Fill out and complete a Motor Vehicle Accident Report (SF-91) and provide a Statement of Witness (SF-94) to each passenger of the government vehicle and any other witnesses, as appropriate, to fill out and complete. Submit the completed SF-91, SF-94, police report, and other supporting documents to the SUPPO within three working days of an accident. Forms SF-94 and SF-91 are carried in all government vehicles as part of GSA Fleet Driver Reference Guide packet that is usually kept in the vehicle's glove compartment. Contact the vehicle coordinator if any of this form or the whole packet is found to be missing during vehicle inspection to obtain replacement.

(4) If the government vehicle is damaged, take some pictures showing the extent of the damage, submit or email the pictures and a repair estimate or estimates to the SUPPO. GSA requires one estimate if the cost of repair is less than \$2,500.00; and three estimates if the cost of repair is \$2500.00 or more. To facilitate obtaining repair estimates, the vehicle coordinator should be able to provide you with a list of authorized repair shops at a given location. If a repair estimate cannot be obtained in time to meet the report submission deadline, submit the report without the repair estimate. The repair estimate can be submitted at a later date.

(5) Make a written report to the State Motor Vehicle Department or other authority as required by the locality in which the accident occurred. Refer to the appropriate State law or regulations as described in paragraph 4.b or any changes thereto.

(6) Under no circumstances will the operator of a government vehicle make any statement as to admission of fault except to his/her supervisor or the government investigator. Do not engage in arguments at the accident scene, and do not divulge personal insurance information.

(7) If at the scene of the accident or later you are advised of your rights under the current laws, you are directed

to make no statement until you have been authorized to do so by competent legal authority.

(8) In the event of personal injury resulting from the accident, you will ensure that you receive the names of all persons injured and the names of all persons requiring hospitalization.

b. State Law/Regulations

(1) California. California law requires traffic accidents on a California street/highway or private property to be reported to the Department of Motor Vehicles (DMV) within 10 days if there was an injury, death or property damage in excess of \$750. Untimely reporting could result in DMV suspending a driver license. The law requires the driver to file form SR-1 with DMV **regardless of fault**. This report must be made in addition to any other report filed with a law enforcement agency, insurance company, or the California Highway Patrol as their reports do not satisfy the filing requirement. A copy of this report will be included in the accident report forwarded to this headquarters.

(2) Idaho. The driver of a vehicle involved in an accident resulting in injury to or death of any person, or damage to the property of any one person in excess of \$1,500 shall immediately, by the quickest means of communication, give notice of the accident to the local police department if the accident occurs within a city, otherwise to the office of the county sheriff or the nearest office of the state police. The law enforcement officer files a collision report with the Idaho State Patrol. A copy of this report will be included in the accident report forwarded to this headquarters.

(3) Nevada. The driver of a vehicle which is in any manner involved in an accident on a highway or on premises to which the public has access, if the accident results in injury of any person or total damage to any vehicle or item of property to an apparent extent of \$1,500 or more, shall, within 10 days after the accident, forward a written report of the accident to the Nevada Department of Motor Vehicles. A report is not required from any person if the accident was investigated by a law enforcement agency. The report will be mailed to Financial

Responsibility Section, Driver License Division, Department of Motor Vehicles, 555 Wright Way, Carson City, NV 89711. A copy of the report will be included in the accident report forwarded to this headquarters.

(4) Oregon. Report the accident to DMV if there is more than \$1,500 damage to anyone's property, or if someone is injured (no matter how minor) or killed. You must submit an Accident Report Form (OD-735-32) within 72 hours. Accidents on areas open for the use of motor vehicles -- premises open to the public - must be reported. Keep a copy of your accident report. You can download an Accident Report Form at www.odot.or.us or you can get report forms at a police department, sheriff's office or a local DMV office. If you do not report an accident when required to do so, your driving privileges will be suspended. A police report does not replace your requirement to file an accident report with DMV. Mail the form to Accident Reporting Unit, DMV, 1905 Lana Ave NE, Salem OR 97314 or deliver it to any DMV office. A copy of the OD-735-32 will be included in the accident report forwarded to this headquarters.

(5) Washington. All collision reports are filed with the Washington State Patrol (WSP), General Administration Building, PO Box 42600, Olympia WA 98504-2600. If a driver is involved in a collision, and the collision is investigated by a law enforcement officer, the law enforcement officer files a collision report with the WSP. Drivers are not required to file a report if the law enforcement officer submits a report. If the collision is not investigated, the driver of any vehicle involved in an accident resulting in injury to or death of any person or damage to the property of any one person to an apparent extent equal to or greater than \$1,500 is required to submit a collision report to the WSP within four days after such accident. Collision report forms are available from local law enforcement agencies, WSP and local driver licensing offices. A copy of the collision report will be included in the accident report forwarded to this headquarters.

c. Motor Vehicle Incidents. Damage to government vehicles not resulting from an accident (e.g., theft, vandalism, or natural phenomena) shall be reported as described in paragraph 5 above with the following variations.

(1) The report will initially be reported by telephone via the chain of command followed by an email or memorandum to the vehicle coordinator explaining the circumstances surrounding the incident. The report will include the following: date and time damage was discovered, cause, location of vehicle at time of incident, extent of the damage, any witnesses, and other pertinent information. Unless directed otherwise, Form SF-91 will normally not be used for this report.

(2) Report the incident to the local enforcement authority and obtain a copy of the report or case number if one is assigned. If none is assigned, make a statement to that effect in your report.

(3) Obtain repair estimate or estimates as in paragraph 5.a(4) above.

d. Investigation. All investigations will be conducted in accordance with references (a) through (c) as appropriate.

6. Reports and Forms

a. Monthly Vehicle Report. The vehicle log (original) must be closed at the end of each month and submitted to reach the vehicle coordinator no later than five calendar days after the end of the month to allow time for the vehicle reports to be compiled and submitted to a higher authority.

b. If domicile-to-duty was authorized and performed during the month, a properly completed DTD Log, NAVCRUIT 11240/2 (08-01), must also be submitted along with the vehicle report.

c. All forms are stocked by the Logistics Support Department and are available upon request.



R. M. CANDILORO

Distribution:
NAVCRUITDISTPORTLANDINST 5216.1U
LISTS A, B, C, and D

10 June 11

From: (Name and Station of Requester)
To: Name of Approving Official (DIVO or higher)

Subj: REQUEST FOR DOMICILE-TO-DUTY (DTD)

Date/Time: 14 June 2011 o/a 1700

Reason: Pick up applicants and transport them to MEPS. Applicants live 40 miles west of the recruiting station and 5 miles west of my domicile.

Gov Vehicle: (fill in the vehicle license plate number to be used , e.g. G10-1478F)

1. The distance from my assigned duty station to my domicile is approximately 35 miles. My duty station is not located between the applicant's residences and my domicile.
2. The use of a GOV for this assignment is advantageous to the government as it will save time and gas by not having to pick up the GOV from the station in the morning of 15 June 2011 and drive back to pick up the applicants before proceeding to MEPS.
3. Upon completion or within 24 hours of domicile-to-duty, I will notify my supervisor of the actual mileage so/she can verify compliance with DTD policy.

Very Respectfully,

(Signature of Requester)

To: (Name of Requester)

Subject: REQUEST FOR DOMICILE-TO DUTY

1. Your request for domicile-to-duty is authorized for 14 June 2011.

(Signature of Approving Official)

Sample Domicile-To-Duty Request Letter

Note: The above is a sample format only. The wordings or content of the letter can be changed to suit your particular situation but shall provide justifications as described on paragraph 4.b(1) through (4) to allow the approving official to make a determination regarding appropriate use of DTD..

Enclosure (1)

How to Fill out a Domicile-To-Duty Log, NAVCRUIT 11240/2 (08-01)

The Domicile-to-Duty log will be filled out by the individual who has been authorized in writing to use a specific GOV, as identified in the letter of authorization, for DTD purposes. The log will be completed as follows:

Vehicle Tag Number	License Plate of GOV
Requester	Name of person requesting DTD
Applicants To Be Transported/Visited	Name(s) of applicants to be transported/visited
Date DTD Approved	Date the DTD request was approved
Date At Domicile	Date the GOV is at domicile
Time At Domicile	Time that the GOV arrives at domicile
Signature	Signature of the individual authorized to perform DTD
Mileage Out	GOV's odometer reading at time of departure from regular duty station
Mileage In	GOV's odometer reading at time of arrival at domicile
Total Mileage	Total Miles from station to domicile (Mileage In minus Mileage Out)
Reviewing Official, Signature and Date	The LSO as the designated reviewing official will review, sign and date all DTD logs.

Enclosure (2)

DOMICILE TO DUTY LOG
 NAVCRUIT 11240/2 (08 - 01)

 REVIEWING OFFICIAL (SIGNATURE & DATE)

VEHICLE TAG NUMBER	REQUESTER	REASON	APPLICANTS TO BE TRANSPORTED/VISITED	DATE AT DOMICILE	APPROVAL		MILEAGE		TOTAL MILEAGE
					DATE	TIME	SIGNATURE	OUT	
TOTAL:									

