

U.S. Department of
Homeland Security

United States
Coast Guard



MOTOR VEHICLE MANUAL



COMDTINST M11240.9D
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COMMANDANT INSTRUCTION M11240.9D

Subj: MOTOR VEHICLE MANUAL

- Ref: (a) Motor Vehicle Fleet Program, DHS Instruction Manual 118-01-002-01
 (b) Government Vehicle Management Tactics, Techniques, and Procedures (TTP), CGTTP 4-01.3 (series)
 (c) U.S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series)
 (d) Auxiliary Manual, COMDTINST M16790.1 (series)
 (e) The Joint Travel Regulations
 (f) Coast Guard Supplement to the Joint Federal Travel Regulations (CGS-JFTR), COMDTINST M4600.17 (series)
 (g) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)

- PURPOSE. This Manual establishes the authority, policies, and standards governing the management and use of government owned or leased motor vehicles for all Coast Guard personnel.
- ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements must comply with the provisions of this Manual. Internet release authorized.
- DIRECTIVES AFFECTED. Motor Vehicle Manual, COMDTINST M11240.9C is canceled.
- DISCUSSION. The Coast Guard's motor vehicle fleet provides the mobile platform necessary to conduct and support missions and operations; proper management is essential to justifying the investment and continued operation of the motor vehicles. The Motor Vehicle Manual is the primary guiding authority for the acquisition, use, management and disposal of Coast Guard operated motor vehicles. It provides instruction to all Coast Guard motor vehicle management personnel and motor vehicle operators for achieving and maintaining

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NON-STANDARD DISTRIBUTION:

compliance with federal policy and mandates affecting the Coast Guard's motor vehicle fleet. This Manual supports Reference (a) which is the overall authority for Department of Homeland Security motor vehicles. Reference (b) provides specific direction and process for the execution of the Motor Vehicle Program. Additional TTP or Technical Orders may be developed to execute the Motor Vehicle Program. TTP's are located on the FORCECOM TTP portal site <https://cg.portal.uscg.mil/communities/HP/HPCenter/TTP/Default.aspx>. Pertinent Technical Orders are located on the Coast Guard Shore Infrastructure Logistics Center, Facility Operations Branch, CG SILC (FOB), portal site <https://cg.portal.uscg.mil/units/silc/ESD/FOB/Vehicle%20Program/motor-vehicle-fleet-management/SitePages/Home.aspx>.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. This Manual has been updated from the previous version, major changes include:
 - a. The inclusion of CG SILC (FOB) into the management structure of the Motor Vehicle Program represents a significant organizational change and centralizes much of the decision authority and execution to CG SILC (FOB);
 - b. All CG owned motor vehicles are required to be managed in the Government Services Administration (GSA) Federal Fleet Management System (FedFMS) that provides a similar level of control, tracking and visibility as currently provided by GSA for leased motor vehicles;
 - c. Authorized and unauthorized use of motor vehicles is more clearly described. Unauthorized use of motor vehicles now includes routine medical appointments within the local commuting area;
 - d. Vehicle sharing and/or motor pools are required for administrative vehicles at co-located units. Additionally, motor pools are required to use the GSA Dispatch and Reservation Module (DRM) for all vehicles assigned to the motor pool;
 - e. The short term rental limitation was increased from less than 60 days to less than 120 days;
 - f. Procedures were removed as much as practical and relocated to Reference (b); and,
 - g. Special Purpose Motorized Equipment (SPME) was removed. Motorized equipment that does not meet the definition of "motor vehicle" is excluded from this Manual.
7. IMPACT ASSESSMENT. None.
8. ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS.
 - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CATEX) #33 from further environmental analysis, in accordance with Section 2.B.2 and Figure 2-1 of the National Environmental Policy

Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any federal, state, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
9. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6-/The-Office-of-Information-Management-CG-61/aboutCGDS/> and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
 10. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C 3101 et seq., NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
 11. FORMS/REPORTS. The forms U.S. Government Motor Vehicle Operator's Identification Card, Form OF346, and Motor Vehicle Accident Report, Form SF91, referenced in this Manual are available in the GSA Forms Library at <http://www.gsa.gov/portal/forms/type/OP>.
 12. REQUESTS FOR CHANGES. Units and individuals may recommend changes to Commandant (CG-435), Office of Civil Engineering, Facilities Operations and Support Division.

M.W. BOUBOULIS /s/
Rear Admiral, U. S. Coast Guard
Assistant Commandant for Engineering and
Logistics

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CHAPTER 1. INTRODUCTION

A. Objective.

1. Coast Guard (CG) owned and leased motor vehicles (e.g., cars, trucks, vans, sport utility vehicle (SUV)) and trailers must be managed, controlled and operated per the guidance contained in this Manual. The following vehicles are exempt from this Manual:
 - a. Any vehicle obtained with non-appropriated funds (morale and CG-Exchange programs);
 - b. Privately owned vehicles (POV), except when using CG-owned electric vehicle charging stations described in Paragraph B.5 of Chapter 6; and,
 - c. Commercially rented vehicles, except vehicles obtained as part of the GSA Short Term Rental (STR) Program described in Paragraph H of Chapter 2.
2. Throughout this manual the term “motor vehicle” or “vehicle” is used extensively and includes any self propelled vehicle designated and operated principally for highway transportation of property or passengers and is owned or leased by the CG. Motor vehicle is synonymous with Government Vehicle (GV).
3. This Manual provides a framework for motor vehicle management, control and operation. Specific process guidance is contained in Reference (b) or other TTPs that become available. The Office of Civil Engineering, Facilities Operations and Support Division, Commandant (CG-435) is the Motor Vehicle Program manager and works in conjunction with the Shore Infrastructure Logistics Center, Facility Operations Branch, CG SILC (FOB) to oversee and effectively implement the program. Commandant (CG-435) will update this Manual when necessary and resolve contradictions between this Manual and other guidance.
4. The Motor Vehicle Program organizational structure is represented below and depicts a few of the possible organization combinations. Each geographic area is unique and requires a different organization depending on the number of Local Motor Vehicle Fleet Managers (MFM) and motor pool managers. The Regional MFM typically resides at a major mission support command or Headquarters program and supports the Local MFMs within their area of responsibility. Communications must follow the hierarchical organization structure as follows:
 - a. Vehicle operators and motor pool managers communicate directly to the Local MFM;
 - b. Local MFM communicates with the Regional MFM;
 - c. Regional MFM communicates with CG SILC (FOB); and,
 - d. CG SILC (FOB) communicates with Commandant (CG-435).

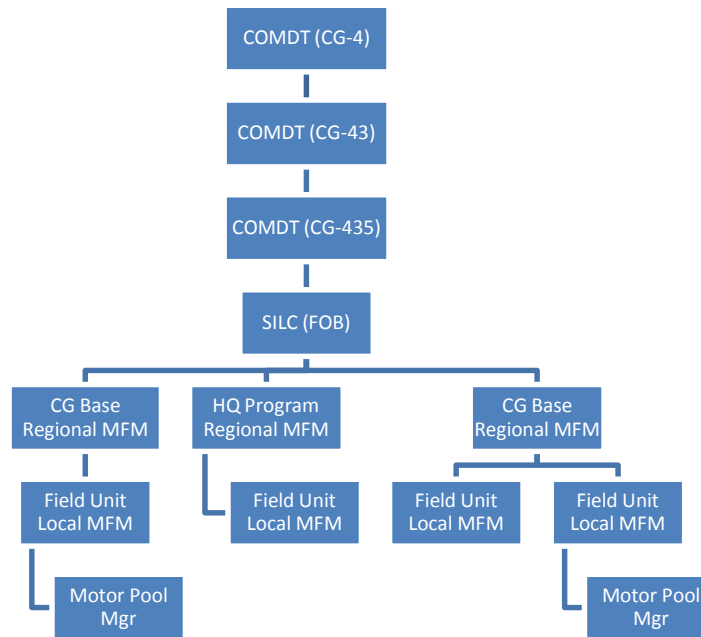


Figure 1-1: Motor Vehicle Program Organization Chart

5. CG SILC (FOB) must establish TTP and other technical orders to supplement this Manual by providing additional specific guidance and direction to execute the policy in this Manual. Reference (b) is a job aid to assist motor vehicle managers and users in the execution of their duties; the most current version is located on the FORCECOM TTP site. Technical orders will be developed to provide short and specific guidance that is immediately important but has not been implemented into Reference (b) or this Manual. Technical orders can be found on the CG SILC (FOB) portal site, <https://cg.portal.uscg.mil/units/silc/ESD/FOB/Vehicle%20Program/motor-vehicle-fleet-management/SitePages/Home.aspx>

B. Motor Vehicle Management.

1. The principles of Motor Vehicle Management include total asset visibility, effective inventory control, cost reduction practices, central acquisition and management authority, regular inspection and preventive maintenance, metric development and monitoring, proper use and utilization, configuration management and proper training of motor vehicle operators.
2. All persons entrusted with the management, control, and operation of motor vehicles must comply with this Manual and:
 - a. Uphold high ethical standards;
 - b. Ensure the proper use, care, and protection of all vehicles;
 - c. Alert their chain of command and CG SILC (FOB) if vehicles are subject to misuse, damage, destruction, theft, fraud, waste, abuse, and mismanagement; and,

- d. Comply with federal requirements including but not limited to Code of Federal Regulations (CFR), Executive Orders (EO), Presidential Memorandum, Office of Management and Budget (OMB) requirements, and Department of Homeland Security (DHS) directives.

C. Systems of Record. The information technology systems of record utilized for the management and execution of the motor vehicle program are referenced throughout this Manual. The systems are described below:

1. Oracle Fixed Asset Module (FAM). Oracle FAM is the system of record for all capitalized and non-capitalized, but reportable, personal property in the CG. CG-owned motor vehicles are government personal property and must be recorded in Oracle FAM. Field units are responsible for entering and maintaining information in Oracle FAM.
2. Federal Motor Vehicle Registration System (FMVRS). FMVRS provides access to information for all vehicles that are owned or commercially leased by the Federal Government. Only vehicles that require a license plate are entered in FMVRS. CG SILC (FOB) is responsible for entering and maintaining information in FMVRS.
3. GSA Fleet Drive-thru (Drive-thru). Drive-thru is a mileage reporting and fleet analysis tool for vehicles leased from GSA. The field unit in possession of the motor vehicle is responsible for entering and maintaining vehicle information in Drive-thru. GSA automatically enrolls vehicles in Drive-thru upon establishment of the lease.
4. GSA Federal Fleet Management System (FedFMS). FedFMS is a mileage reporting and fleet analysis tool for government owned or commercially leased vehicles. The field unit in possession of the motor vehicle is responsible for entering and maintaining vehicle information in FedFMS. Vehicles are automatically enrolled in FedFMS through integration with FMVRS.
5. GSA Dispatch and Reservation Module (DRM). GSA DRM is a reservation and data capturing application that allows user to schedule vehicle reservations, dispatch vehicles to drivers and produce reports.

D. Definitions and Responsibilities.

1. Definitions.
 - a. Accident – An accident includes collisions:
 - (1) Involving a CG vehicle with another Government vehicle or a third-party regardless of fault;
 - (2) Resulting in a fatality or personal injury; or,
 - (3) Involving a CG vehicle with a stationary object resulting in personal and/or property damage.
 - b. Administrative Vehicle - A vehicle by design for the transportation of personnel (cars, vans, SUV). This includes, but is not limited to, attending meetings, routine or

- scheduled travel to job site, business travel, and other routine transportation that does not require the use of special vehicle equipment.
- c. Alternative Fuel – As defined by the Energy Policy Act (EPA) of 1992: pure methanol, ethanol, and other alcohols; blends of 85% or more of alcohol with gasoline; natural gas and liquid fuels domestically produced from natural gas; liquefied petroleum gas (propane); coal-derived liquid fuels; hydrogen; electricity; pure biodiesel (B100); fuels, other than alcohol, derived from biological materials; and P-Series fuels.
 - d. Alternative Fuel Vehicles (AFV) – A dedicated vehicle or dual-fueled vehicle designed to run on at least one alternative fuel (See “Alternative Fuel”)
 - e. Commercial Vehicle – Any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle:
 - (1) Has a gross vehicle weight rating (GVWR) of 26,001 pounds or more. GVWR is the value specified by the manufacturer as the maximum loaded weight of a single vehicle or combination of vehicles, or the registered gross weight;
 - (2) Has a gross combined weight rating (GCWR) 26,001 pounds or more which includes a towed unit with a GVWR of 10,001 pounds or more. GCWR is the value specified by the manufacturer as the GVWR of the power unit plus the GVWR of the towed unit or units, or the combined registered weight of the power unit plus the towed units;
 - (3) Is designed or used to transport more than 8 passengers (including the driver) for compensation;
 - (4) Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or,
 - (5) Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter I, subchapter C.
 - f. Emergency Situation - A situation where delay will result in death, grievous injury, a significant security threat, or additional catastrophic property or environmental damage.
 - g. Emergency Vehicle (EV) - Any vehicle primarily or regularly used to respond to an emergency situation. EVs may include, but are not limited to, fire and rescue trucks, ambulances, law enforcement vehicles, security vehicles, Coast Guard Investigative Service (CGIS) vehicles, and Commandant Staff vehicles. These vehicles must be equipped with emergency lights and audible devices as specified in this manual.
 - h. Government Motor Vehicle – Any motor vehicle that the Government owns or leases. This includes motor vehicles obtained through purchase, excess, forfeiture, commercial lease or GSA Fleet lease.
 - i. Home-to-Work (HtW) – An authorization granted by the Secretary of DHS for the use of a Government motor vehicle to transport an employee between their home and

- place of work. The place of work can be a normal duty station or an alternate duty station.
- j. Incident – When an object collides with a vehicle causing damage, vandalism, theft, an act of nature regardless of injury or property damage, or when anything occurs that would not be classified as an accident.
 - k. Law Enforcement Vehicle
 - (1) LE1: A law enforcement vehicle configured for apprehensions, arrests, law enforcement, police activities, or dignitary protection and is used in that capacity 75% of the year or more, and assigned to protection, pursuit, or off-road duties. These vehicles are to be equipped with heavy duty components to handle the stress of extreme maneuvers and have the horsepower required to achieve the speeds necessary to perform these functions.
 - (2) LE2: A law enforcement vehicle configured to perform intelligence, investigations, security, and surveillance activities. They may be unmarked or marked units as needed to identify their authority and required as a safety factor at certain law enforcement scenes. These vehicles are not expected to perform pursuit operations either on or off road and do not require the heavy duty components found on an LE1 Vehicle.
 - l. Low-Speed Electric Vehicles (LSEVs) – Four-wheeled, electric motor vehicles weighing less than 3,000 pounds with top speeds of 20-25 miles per hour. LSEVs authorized for highway/public road use are considered Motor Vehicles and subject to the requirements of this Manual.
 - m. Motor Pool Manager – The Motor Pool Manager manages vehicles for one or more CG units. This duty is also known as unit vehicle manager or Local Motor Vehicle Fleet Manager (MFM) when the employee is performing the function for one unit. This position could be either a collateral duty or a full-time position. The responsibility must be designated in writing by the unit’s command.
 - n. Motor Vehicle – Any self propelled vehicle designated and operated principally for highway transportation of property or passengers, but does not include military design motor vehicles or vehicles not covered by 41 CFR 102-34.20.
 - o. Operational Use Vehicle – A motor vehicle that has a specific and primary operational need and not necessarily needed to transport passengers. This includes, but is not limited to, vehicles needed to tow boats/trailers, snow plows, fuel trucks, garbage trucks, fire trucks, incident response (pollution, commercial vessel/facility) and some law enforcement vehicles (LE1 and LE2).
 - p. Passenger Vehicles – Vehicles such as sedans, station wagons, passenger vans, sport utility vehicles, ambulances, and buses whose primary purpose is to transport passengers.
 - q. Trailers - Non-motorized equipment with wheels designed to be pulled over public roadways by motor vehicles (e.g., boat trailers, cargo trailers).

2. Responsibilities

- a. Commandant (CG-435) must manage and oversee the CG's Motor Vehicle Program and establish policy and guidance set forth in this Manual to include:
 - (1) Provide program management to ensure federal law, DHS and CG policy, procedures, and guidelines are adhered to by various stakeholders;
 - (2) Plan, direct, coordinate and periodically evaluate the motor vehicle program;
 - (3) Develop general guidelines for the acquisition, utilization and disposal of vehicles;
 - (4) Establish reporting procedures to determine the efficiency of the motor vehicle program;
 - (5) Evaluate motor vehicle program budget and expenditures;
 - (6) Establish inventory control and accountability;
 - (7) Establish vehicle operator qualifications;
 - (8) Monitor or authorize allowance changes, acquisitions, disposals, changes to fleet inventory and vehicle modifications;
 - (9) Establish fleet inventory size as well as target additions or reductions;
 - (10) Review and approve/deny all requests to deviate from this Manual;
 - (11) Liaise with DHS and OGA's, provide required reports, requests and information as required for effective vehicle fleet management; and,
 - (12) Develop and review resource proposals for potential changes to the CG's motor vehicle inventory.
- b. CG SILC (FOB) must execute the Motor Vehicle policy, support Commandant (CG-435) and provide direct assistance to field unit vehicle managers, coordinators, and operators to include:
 - (1) Implement and execute the provisions of this Manual and References (a) and (b) as well as exercise general management control over the Regional MFMs;
 - (2) Manage vehicle fleet changes to inventory and projections as determined by Headquarters Programs, unit requests, and Commandant (CG-435);
 - (3) Establish configuration management for all CG-owned vehicles with the assistance of Headquarters Programs. Develop a configuration management plan;
 - (4) Coordinate vehicle acquisitions, changes, and disposals. Ensure replacement vehicles reflect field unit needs and mission requirements;
 - (5) Manage a repository of forms, guidance and information for vehicle managers and operators;
 - (6) Authorize allowance changes, acquisitions, disposals, changes to fleet inventory and vehicle modifications;

- (7) Evaluate, analyze and interpret vehicle utilization, inventory and cost data; prepare reports for Commandant (CG-435);
 - (8) Maintain accountability of all vehicles in FMVRS;
 - (9) Support vehicle managers, coordinators and operators with the requirements of this Manual;
 - (10) Purchase and manage DHS license plates; and,
 - (11) Develop and maintain TTP, technical orders, and other procedures for this Manual.
- c. Unit commanders, commanding officers, and officers-in-charge must support Commandant (CG-435) and CG SILC (FOB) to provide direct assistance to field unit vehicle managers, coordinators, and operators to include:
- (1) Designate a Regional and/or Local MFM;
 - (2) Acquire, maintain, and dispose of vehicles consistent with this Manual;
 - (3) Manage and operate vehicles consistent with this Manual. Ensure vehicles are used only for official purposes, take appropriate action for vehicle misuse;
 - (4) Establish vehicle sharing and/or motor pools for all administrative vehicles. Include operational use vehicles as practicable. Designate in writing the motor pool manager;
 - (5) For vehicle types where specific training is required by this Manual, (e.g., truck/trailer combinations), establish a driver training program using the guidance contained in Reference (b). Ensure only qualified individuals operate vehicles; and,
 - (6) Maintain vehicle accountability, investigate and report vehicle damage or misuse.
- d. Headquarters Programs must support Commandant (CG-435) and CG SILC (FOB) and develop consistent vehicle requirements that can be applied across their programs and align with the provisions of this Manual. Also, Headquarters Programs must consider and coordinate with Commandant (CG-435) when developing new asset requirements or resource proposals that may affect the Motor Vehicle Program (e.g., new boat requirements that will require greater towing capability).
- e. Regional Motor Vehicle Fleet Manager (MFM) provides consolidated control and coordination of multiple Local MFMs. A Regional MFM typically resides at a major mission support command or Headquarters Program that provides regional mission support functions. The Regional MFM must support Commandant (CG-435) and CG SILC (FOB) to provide direct assistance to field unit vehicle managers, coordinators, and operators to include:
- (1) Implement and execute the provisions of this Manual and Reference (b) as well as exercise general management control over the Local MFM and vehicles within their Area of Responsibility (AOR);

- (2) Provide input and support to Commandant (CG-435) and CG SILC (FOB) as required;
 - (3) Account for all vehicles within AOR in Oracle, Drive-thru, and FedFMS;
 - (4) Implement improvements/changes directed by Commandant (CG-435) and CG SILC (FOB);
 - (5) Review and endorse with feedback all vehicle allowance change and disposal requests per this Manual, Reference (b), Commandant (CG-435) and CG SILC (FOB) direction;
 - (6) Provide subject matter expertise to field unit managers and operators with vehicle management to include but not limited to acquisitions, change requests, disposals, outfitting, motor pools, utilization, and accident reporting;
 - (7) Establish vehicle sharing and/or motor pools for all administrative vehicles. Include operational use vehicles as practical;
 - (8) Ensure all vehicles are operated within their capabilities and/or lease agreement. Ensure proper and adequate maintenance is performed per manufacturer or lease manager recommendations;
 - (9) Coordinate vehicle acquisitions, changes, and disposals. Monitor GSA lease and execute CG-owned acquisitions/replacements. Ensure replacement vehicles reflect field unit needs and mission requirements;
 - (10) Recognize recurring problems and take appropriate corrective action, share with Commandant (CG-435) and CG SILC (FOB); and,
 - (11) Frequently review this Manual, Reference (b), other publications, directives and instructions pertaining to vehicle management.
- f. Local Motor Vehicle Fleet Manager (MFM) provides control of the local vehicle fleet. The Local MFM must support Commandant (CG-435), CG SILC (FOB) and the Regional MFM to provide direct assistance to operators to include:
- (1) Implement and execute the provisions of this Manual and Reference (b);
 - (2) Provide input to the Regional MFM, CG SILC (FOB) and Commandant (CG-435);
 - (3) Account for all vehicles within AOR in Oracle, Drive-thru, and FedFMS;
 - (4) Update all vehicle management systems of record with personal contact information within 14 days of being assigned the Local MFM.
 - (5) Implement improvements/changes directed by Commandant (CG-435), CG SILC (FOB) and Regional MFM;
 - (6) Submit vehicle allowance change and disposal requests in line with this Manual, Reference (b), Commandant (CG-435) and CG SILC (FOB) direction;
 - (7) Provide subject matter expertise to operators with vehicle management to include but not limited to proper operation, motor pools, utilization, and accident reporting;

- (8) Establish vehicle sharing and/or motor pools for all administrative vehicles. Include operational use vehicles as practical;
 - (9) Manage and operate vehicles consistent with this Manual. Ensure vehicles are used only for official purposes, take appropriate action for vehicle misuse;
 - (10) Ensure proper and adequate maintenance is performed per manufacturer or lease manager recommendations;
 - (11) Coordinate vehicle acquisitions, changes, and disposals. Monitor GSA lease and execute CG-owned acquisitions/replacements. Ensure replacement vehicles reflect field unit needs and mission requirements;
 - (12) Review vehicle and trailer inventory annually. Compare trailer rated capacity against any tow vehicles. Note limitations and consider removing any trailers that are unsafe to tow with any unit vehicles;
 - (13) Manage toll passes and ensure compliance with state requirements;
 - (14) Recognize recurring problems and take appropriate corrective action, share with Commandant (CG-435) and CG SILC (FOB);
 - (15) Frequently review this Manual, Reference (b), other publications, directives and instructions pertaining to vehicle management; and,
 - (16) Promptly report accidents, mishaps and any traffic violations detected by law enforcement personnel or electronic traffic surveillance equipment. Complete accident and mishap report procedures required by this Manual.
- g. Motor vehicle operators must:
- (1) Possess and maintain current and unrestricted state, territorial, or District of Columbia driver license prior to operating motor vehicles. Possess and maintain a U.S. Government Motor Vehicle Operator's Identification Card, Form OF346 or Commercial Driver's License (CDL) if required by this Manual;
 - (2) Inform Local MFM, unit commander/commanding officer/officer-in-charge, unit vehicle manager, motor pool manager, and supervisor of any legal restriction to driving such as loss of driver's license;
 - (3) Review unit driver's training requirements in this Manual and local unit instructions. Request training for any vehicle you are required to operate;
 - (4) Operate vehicles in a safe and prudent and professional manner;
 - (5) Manage and operate vehicles consistent with this Manual. Use vehicles only for official purposes;
 - (6) Report vehicles that are in unsafe operating condition to the Local MFM or motor pool manager immediately;
 - (7) Comply with all applicable municipal, state, and federal motor vehicle regulations;

- (8) Ensure vehicles and their contents are properly secured when left unattended; and,
- (9) Promptly report accidents, mishaps and any traffic violations detected by law enforcement personnel or electronic traffic surveillance equipment. Complete accident and mishap report procedures required by this Manual.

CHAPTER 2. ACQUISITION OF MOTOR VEHICLES

A. Objective.

1. Acquisition of motor vehicles includes any effort to obtain property or services for executing the mission and functions of the CG within the appropriation limits. Acquisitions must be made in accordance with all applicable laws, regulations, policies and procedures, which include but are not limited to the United States Code (USC), CFR, Statement of Federal Financial Accounting Standards (SFFAS), Treasury Financial Manual (TFM), United States Government Standard General Ledger (USSGL), Federal Financial Management Improvement Act (FFMIA) OMB Circular A-11, OMB Circular A-76, DOE Handbook to EO 13514, and the Simplified Acquisition Procedures Guidebook.
2. The acquisition of motor vehicles whether through purchase, government or commercial lease (including lease replacement) or transfer from OGA is the initial phase of the property life cycle and represents a financial and management commitment in support of operations. Acquisition of motor vehicles should be limited as much as practical to minimize total ownership and life cycle costs.
3. Motor vehicles are acquired as an economical means to support operations and business activities. The optimal fleet size for the entire CG, a geographic region, or an individual field unit may not be designed to cover all transportation and travel needs. Operators, managers, and the Motor Vehicle Program must leverage all available options and acquire a motor vehicle only when it is deemed necessary and appropriate based on a sound business case. Each acquisition must be approved by CG SILC (FOB), Commandant (CG-435), and DHS. All vehicle acquisitions will consider:
 - a. The operational and mission requirements that justify the type, size, and purpose of the vehicle;
 - b. Acquiring the least expensive vehicle needed;
 - c. Acquiring alternate fuel vehicles;
 - d. Redistributing existing vehicles to meet the requirement without causing an overall increase to vehicle fleet size;
 - e. Availability of other transportation and special use resources (mass transit, rental vehicles, motor pools); and,
 - f. Conformance to the Vehicle Allocation Methodology (VAM) as detailed in Paragraph C of this Chapter and the configuration management plan.
4. The standard vehicle type by application is provided in Figure 2-1. The standards may not apply to law enforcement or special missions.

Application	Vehicle Standard
Basic transportation – 1-4 passengers	Intermediate sedan (compact)
Basic transportation – 5 passengers	Full size sedan (medium, large)
Basic transportation – up to 7 passengers	Minivan
Basic transportation – up to 5 passengers with light cargo capacity	SUV or extended cab pickup truck
Basic transportation – up to 15 passengers with light cargo capacity	Van
Heavy duty transportation – up to 57 adult passengers	Bus or shuttle bus
Light hauling - uncovered	Pickup truck (appropriately sized to match load and towing capacity)
Light hauling - covered	SUV, cargo van (minivans where payloads allow)
Heavy hauling	Pickup truck appropriately sized to match load and towing capacity. 4x4 capable for boat launching and recovery with seating for boat crew size.
Off-road	Pickup truck (4x4) or SUV (4x4)

Figure 2-1: Standard Vehicle Type by Application

5. GSA Automotive Division is the only federal entity authorized to procure new government vehicles, excluding trailers. GSA may issue waivers to procure vehicles through open market contacts if deemed in the best interest of the government.
6. The CG’s Appropriations Bill limits the following:
 - a. No more than 25 passenger vehicles per year can be acquired for replacement through purchase, property transfer or commercial lease;
 - b. Additional passenger vehicles cannot be acquired through purchase, property transfer or commercial lease; and,
 - c. There is no limit on the amount of additional or replacement passenger vehicles if acquired by GSA fleet lease.

B. Process.

1. The acquisition process is outlined in the flowchart and described below. Refer to Reference (b) for the acquisition process and procedures to follow.

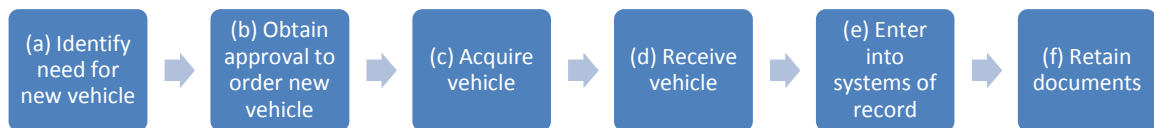


Figure 2-2: Motor Vehicle Acquisition Process

- a. A need to acquire or replace a vehicle must be identified prior to starting the acquisition process. Based on the evaluation of the need, a vehicle is then acquired through the most reasonable method as determined in the decision making process. Vehicles acquired with appropriated funds are for official use only; unofficial use is not allowed and must not be used as justification for vehicle acquisition.
 - b. All vehicle acquisitions by any method must be routed through the Local MFM, Regional MFM, and approved by CG SILC (FOB), Commandant (CG-435), and DHS as appropriate prior to commitment of CG funds or acceptance of vehicles by CG personnel.
 - (1) CG SILC (FOB) must review and is the internal approving authority for all acquisitions that are GSA lease replacements.
 - (2) Commandant (CG-435) must review and is the internal approving authority for all acquisitions of owned vehicles and commercial leases.
 - (3) Commandant (CG-435) must review and is the internal approving authority for additional GSA leases that increase the overall vehicle inventory.
 - (4) DHS must approve all vehicle acquisitions.
 - c. Vehicles must be acquired by the following means once approved by CG SILC (FOB), Commandant (CG-435) and DHS:
 - (1) CG-owned vehicles (excluding trailers) – CG SILC (FOB) is the only authorized source to acquire CG-owned vehicles.
 - (2) CG-owned trailers – Field units are authorized to purchase trailers.
 - (3) GSA leased vehicles – Field units arrange with GSA.
 - (4) Commercial leased vehicles – Field units arrange with local vendor.
 - d. CG personnel receive vehicle and inspect upon receipt for validation of all specifications (optional equipment, accessories, tow rating, etc.) against the order placed.
 - e. Acquisitions must be recorded in Oracle FAM and FMVRS within five days after receipt of ownership documentation is received. GSA leased vehicles are automatically enrolled in Drive-thru.
 - f. The acquiring source must retain acquisition documentation per the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
2. The minimum vehicle capable of performing the identified mission requirements must be acquired. Considerations of cost, capability, fuel efficiency, alternative fuel use, and other specifications (DHS/CG policy, Executive Orders, fuel/emission reduction efforts) must be used in determining which vehicle to acquire. The overall goal is to provide the right vehicle at the lowest cost. Commandant (CG-435) and CG SILC (FOB) will develop standard vehicle types and configuration for operations in cooperation with Headquarters Programs and direct acquisitions to the standards as much as practical.

3. Field unit need for motor vehicles will be based on operational or administrative mission requirements and utilization (miles driven or vehicle demand). As much as practical, Commandant (CG-435), CG SILC (FOB) and field units must consolidate and share vehicles and take steps to minimize vehicle fleet size and costs.
4. CG SILC (FOB) must acquire and maintain CG-owned vehicles per the U.S. Coast Guard Configuration Management Manual, COMDTINST M4130.6 (series). Development of a configuration management plan must include field unit and Headquarters Program input. Although there are regional and field unit differences, motor vehicle requirements should be filled by standard and readily available vehicles that avoid the need for additional modifications. A vehicle that can be easily relocated to fill another field unit's requirement and easily maintained must to a significant outcome of the configuration management plan.
5. Motor pools are an effective management tool to minimize vehicle fleet size while maintaining support to operations and will be discussed further in this Manual. Acquisitions for motor pools must consider impact and benefit to multiple field units.
6. GSA Automotive Division (not to be confused with GSA Fleet Lease Program) is the Federal Government mandatory source for all new vehicles purchased by federal agencies, excluding trailers. Vehicle types not included on standard Government contracts must be purchased using GSA Schedule Contracts. See Reference (b).

C. Vehicle Allocation Methodology (VAM).

1. A VAM analysis is used to determine the optimal fleet inventory to meet the CG's mission requirements and identify resources necessary to operate the fleet effectively and efficiently. Commandant (CG-435) must conduct a VAM analysis every five years and review results annually. The VAM analysis helps identify unnecessary or non-essential vehicles to eliminate from the vehicle fleet inventory and promote cost effective measures for maintaining the fleet throughout its lifecycle. The expected outcome of the VAM analysis is a vehicle fleet that meets mission requirements, is comprised of smaller, more efficient, less polluting vehicles that operate primarily on alternative fuels.
2. The VAM analysis will assist the CG in selecting vehicle options based on lifecycle cost analysis, including projected fuel costs, warranty, operations, mileage, maintenance, disposal, and geographic considerations. The VAM analysis must review the CG's entire fleet, encompassing all vehicle types, including law enforcement and emergency response vehicles.
3. Commandant (CG-435) may include overseas vehicles when determined doing so is in the best interest of the Government. Commandant (CG-435) may also exempt vehicles used for law enforcement, protective, emergency response, or military tactical operations when in the best interest of the Government.
4. The CG must adjust the motor vehicle fleet to the VAM analysis results and recommendations as much as practical.

5. Headquarters Programs must support Commandant (CG-435) to develop vehicle requirements that can be applied consistently across their programs or similar field units to support the VAM analysis results.

D. Acquisition Requests.

1. All acquisition requests, including vehicle allowance changes, must be submitted to CG SILC (FOB) by email. Requests will be forwarded to Commandant (CG-435) and DHS as required in Paragraph B.1.b of this Chapter. A vehicle allowance change is defined as any change in number, type or capability of vehicles used by a unit to perform official missions. Field units require an approved change request prior to acquiring a vehicle for any purpose, including transfer from an OGA.
2. When requested, CG SILC (FOB) will determine which of the following is the best acquisition method:
 - a. GSA Fleet Lease. GSA fleet lease is the preferred method of acquiring vehicles. For the monthly lease rate, GSA provides data capturing, maintenance support and planned replacement vehicles. GSA lease reduces some of the burden of vehicle management. Acquisition from GSA fleet lease normally requires a lead time for new assets; therefore, forecasting future need and planning is essential. See Paragraph G of this Chapter for the benefits of a GSA Lease. Short Term Rental (STR) can be used instead to fill temporary needs, see Paragraph H of this Chapter for more detail;
 - b. New Purchase. A purchased vehicle is a CG-owned vehicle. Vehicle purchases should occur when a GSA lease cannot support the requirements. The total life cycle costs should be considered before determining which vehicle to acquire. Sustainment of a CG-owned vehicle must be planned for, properly funded and managed by the field unit in possession of the vehicle. Lack of maintenance will shorten the life and jeopardize the vehicle's timely replacement. Any vehicle or motorized equipment that exceeds \$50,000 value is classified as capitalized. See the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series) for capitalized thresholds. Acquisition, Construction & Improvement (AC&I) funds are the required source for any capitalized purchases in excess of \$250,000. CG SILC (FOB) must purchase capitalized vehicles greater than \$250,000. Field units must purchase non-capitalized vehicles and capitalized vehicles less than \$250,000;
 - c. Commercial Lease. A commercial lease is an agreement with any vendor for the acquisition of a vehicle for 120 days or more. A vehicle leased through GSA Fleet Lease is considered an Interagency Fleet Lease, not a commercial lease. Commercial leases are normally for one year with one-year options. Some units, such as overseas units may require recurring commercial leases to support their missions. Commercial lease is typically the most expensive method of acquisition and arrangements must be made whenever possible to replace the vehicle with a GSA Fleet Lease or purchased vehicle at the end of the first contract year, unless it is in the best interest of the Government to continue the commercial lease. CG SILC (FOB) must make final decision on whether to continue a commercial lease; and,

- d. Used/Excess. Acquisition of used or excess vehicles either from transfer, donation or gift is discouraged because the vehicles are typically close to or past the end of their useful life. These vehicles will likely need greater maintenance which may result in longer down-time. However, there may be situations where CG SILC (FOB) will approve this type of acquisition to meet mission requirements. Transfer of a vehicle from a CG unit to another CG unit, whether CG-owned or lease, requires approval from CG SILC (FOB).

E. Trailer Acquisition.

1. Trailers are considered vehicles and the same process for acquisition must be followed; however, in most cases trailers should be purchased rather than leased. Trailers must be purchased through GSA contract schedules whenever possible. If GSA cannot support the need, open market purchase of trailers is authorized using normal contracting methods. CG SILC (FOB) is the final approving authority for all field-level funded trailer acquisitions. Trailers acquired with non-appropriated funds are exempt from the requirements of this Manual.
2. Boat trailers can be purchased as part of a boat purchase or purchased separately with approval of the SFLC Small Boat Product Line. If the trailer and boat are purchased as a package, the cost of the trailer must be split out and recorded separately in Oracle and FMVRS. Field units must receive permission from the appropriate program office prior to purchasing or replacing any boat trailers.

F. GSA Lease Replacement.

1. GSA Fleet Lease replacement guidelines are published in federal regulations and reflect minimum replacement criteria. These guidelines are applied loosely and vary depending on vehicle condition, GSA budget, and local vehicle requests. Vehicles are replaced by vehicles with similar capabilities. Any changes or upgrades need to be negotiated during the GSA Planning stage for replacement in the next fiscal year. CG SILC (FOB) must be in contact with GSA Fleet Lease offices to determine actual replacement schedules.
2. Upgrades or changes in type to GSA lease vehicles must be submitted by email through a change request as outlined in Reference (b).

G. GSA Lease Advantages and Disadvantages.

1. GSA Fleet Lease is the provider of choice for CG acquisition of vehicles for the following reasons:
 - a. Leasing from GSA Fleet Lease Program does not require any up front (acquisition) cost;
 - b. GSA Fleet Lease budgets approximately 20 percent of vehicles for replacement each year;
 - c. All fuel, maintenance, and authorized repairs by GSA are allowable expenses. GSA Fleet Lease uses a commercial purchase card for fuel, maintenance and repair

- services. The card is assigned specifically to an individual vehicle and must be used only for the vehicle identified on the card; and,
- d. All vehicles acquired from GSA Fleet Lease are considered a type of Interagency Fleet Lease vehicle and are not limited by the CG annual Appropriations Bill.
2. Disadvantages of GSA Fleet Lease are:
- a. Long lead-time for delivery. Units must plan approximately one year in advance of the required date. There is always a possibility that an emergency requirement can be filled, but units should not expect guaranteed delivery;
 - b. Acquisitions are restricted by the GSA budget process. GSA Fleet Lease must purchase a vehicle prior to leasing to the CG;
 - c. A GSA lease is for a specified period of time. Except for special circumstances, a vehicle cannot be changed until the lease expires; and,
 - d. GSA Fleet Lease vehicles cannot be deployed overseas without permission from the local GSA Management Office. Vehicles used for Outside the Continental United States (OCONUS) deployment must be purchased or commercially leased if GSA cannot support a lease.

H. Short Term Rentals (STR).

1. The STR program provides a vehicle or trailer for less than 120 days. GSA STR is a preferred program because they leverage standard contracts with commercial vendors for better pricing and is committed to providing immediate service to the Federal Government. The STR program is specifically designed for unit surge needs (it does not apply to personnel on official travel orders) such as special events, unplanned needs or dry-dock support.
2. GSA provides a fuel card for the rental vehicle. All bills are paid through the normal GSA Fleet Lease billing process; see Reference (b) for details on establishing billing.
3. The CG must only pursue short-term rentals when emergency requirements are present. Consecutive short-term rentals must not be used to circumvent the need for a commercial lease.
4. Driver's logs must be kept for rental vehicles to ensure that vehicles are used for official business only. Drivers of short-term rentals must be personally responsible for any traffic violation fines. CG appropriated funds cannot be used to pay traffic fines.

CHAPTER 3. MANAGEMENT OF MOTOR VEHICLES

A. Objective.

1. The objective of motor vehicle management is to establish a system that provides motor vehicle resources that meets mission requirements, maximizes availability, is compliant with federal policy and minimizes risk and costs to the CG. The CG is required by a variety of laws, regulations and Executive Orders to manage all motor vehicles with the goal of maximizing the value extracted from each vehicle while preserving mission capabilities.
2. Proper management is the foundation of the Motor Vehicle Program and is the responsibility of everyone throughout the organization. This Manual along with Reference (b) details many requirements and controls that must be followed for the program to succeed. When any guidance is unclear, contradictory or missing, contact the next highest representative in the Motor Vehicle Program organization structure depicted in Chapter 1 of this Manual (e.g., vehicle operators contact Local MFM, Local MFM contact Regional MFM, Regional MFM contact CG SILC (FOB)).
3. Commandant (CG-435) and CG SILC (FOB) establish the CG's vehicle fleet size and composition and therefore decide when a vehicle must be acquired, modified, replaced, relocated or removed.
4. Responsibility for the management of an assigned vehicle resides with the field unit commander, commanding officer, or officer-in-charge that owns, leases or manages the vehicle. Existence on a property report, payment of the lease, or existence at a field unit are all indications as to whom is responsible for a motor vehicle. "Motor vehicle owner" will be used throughout this Manual and refers to the field unit responsible for the management of the vehicle, whether owned or leased.

B. Inventory/Registering/Tagging.

1. All owned motor vehicles including trailers must display the proper registration or tagging and be recorded in Oracle FAM and FMVRS. GSA leased vehicles are automatically enrolled in GSA Drive-thru which provides sufficient inventory and management controls.
2. Motor vehicle owners are accountable for the vehicles they manage. At a minimum, motor vehicle owners must conduct physical inventories of all motor vehicles as detailed by References (b) and (c). Motor vehicle owners or field units can increase the frequency of physical inventories or establish other accountability protocols.
3. The Local MFM must update all vehicle management systems of record with their personal contact information within 14 days of being assigned as the Local MFM. The ability to contact field level vehicle managers is crucial for effective management.

C. Control/Tracking.

1. The motor vehicle owner must exercise complete control over all motor vehicles as detailed in this Manual and Reference (b). Controls over the operation, accountability, maintenance, tracking and use must be implemented to support the proper operation, prevent misuse and reduce cost.
2. The motor vehicle owner is responsible for the entry and accuracy of information inputs into all inventory and management systems. All data entries must be completed as required by GSA and the Motor Vehicle Program.
3. Telematics is a maturing technology that may be installed on vehicles which captures and transmits mechanical and operational data. Removing, damaging, or altering telematics equipment is considered vehicle damage and misuse and subject to the penalties described in Chapter 4.B.8 of this Manual.
4. GSA Dispatch and Reservation Module (DRM) is required for the reservation and dispatch of all motor pool vehicles and recommended for all field unit vehicles. GSA DRM is a valuable system that reserves and tracks use of motor vehicles. Although ideal for use with pooled or shared vehicles, DRM can also be valuable in tracking the utilization of any vehicle, DRM will provide a true sense of how a vehicle is utilized.
5. In the absence of GSA DRM, vehicle use must be logged into a historical record that provides, at a minimum: date, driver, mileage in, mileage out, and purpose of trip.

D. Maintenance.

1. Proper maintenance must be completed throughout the life of the motor vehicle to promote the maximum use of the property. See Reference (b).
2. CG-owned vehicles represent a significant investment and periodic maintenance must be completed when required to prevent breakdowns and higher corrective repair costs that jeopardize the mission and divert valuable funding from other needs.
3. GSA lease vehicles require less maintenance management. Preventive maintenance, its management and cost, are included in the monthly lease rate. This provides well maintained vehicles at a predictable cost throughout the life of the lease. However, damage beyond normal wear and tear is not included in the lease and must be paid by the field unit. The CG is self insured; all repair costs or claims will be paid by appropriated funds and can be a significant drain of unit funds.
4. Manufacturer recalls represent heightened risk to the vehicle, operator and passengers. Therefore all recalls must be resolved as early as possible; recalls must be scheduled with an appropriate repair facility no later than 60 days from receiving notification of the recall from the manufacturer, automobile dealer, repair facility, GSA or the motor vehicle program.

5. It is in the best interest of all motor vehicle operators, the field units that manage and maintain motor vehicles, and the overall Motor Vehicle Program to establish a robust maintenance program that strives to reduce costs and maximizes vehicle availability. A service maintenance agreement with an original equipment manufacturer certified mechanic is recommended to provide periodic maintenance to extend the service life of a vehicle.

E. Modifications.

1. Motor vehicle modifications are any alterations to the standard vehicle configuration to include, but not limited to, replacement of standard tires, addition of bed liners, truck caps, communication equipment, emergency lights and markings.
2. Normally, modifications will not be performed unless required for safety, security, or accomplishment of CG missions. All modifications must be authorized by CG SILC (FOB) and GSA as applicable. Modifications will not be authorized to accommodate driver license restrictions such as those required as a result of a driving under the influence conviction.
3. Modifications are an additional cost and must be paid for by the requesting field unit or vehicle owner. In the case of a vehicle lease, the modifications may need to be removed prior to turn-in, resulting in an additional cost. The Motor Vehicle Program must limit modifications as much as practical to reduce program costs.
4. Field units requesting any vehicle modification must clearly describe the modification, the reference authorizing the modification (including state and federal laws if applicable), the specific vehicle to receive the modification, and the total cost for installation and removal (if necessary). Requests for emergency signaling devices must be reviewed and endorsed by the unit's servicing legal office before submission to CG SILC (FOB).
5. Approval for a modification does not automatically transfer to a replacement vehicle. Any new vehicle must be authorized to receive the same modifications as the vehicle it replaced.
6. Modifications that include the installation of signaling devices are described in Chapter 5 of this Manual.

F. Utilization.

1. Motor vehicles represent a significant financial and management investment. As good stewards of the Federal Government's money, all CG personnel must reduce costs whenever practical. A variety of laws, regulations and Executive Orders strive toward a motor vehicle fleet that is lean, efficient and cost effective. Therefore, the CG must acquire and maintain vehicles only when there is a true need.
2. Motor vehicles, excluding trailers, consist of administrative use or operational use vehicles.

- a. Administrative use vehicles are by design for the transportation of personnel (cars, vans, SUV). This includes, but is not limited to, attending meetings, routine or scheduled travel to job site, business travel and other routine transportation that does not require the use of special vehicle equipment. Miles driven is the primary metric to determine vehicle need.
 - b. Operational Use Vehicle – A motor vehicle that has a specific and primary operational need and not necessarily needed to transport passengers. This includes, but is not limited to, vehicles needed to tow boats/trailers, snow plows, fuel trucks, garbage trucks, fire trucks, incident response (pollution, commercial vessel/facility) and some law enforcement vehicles (LE1 and LE2). Miles driven may be a poor metric to determine vehicle need; these vehicles may experience low mileage but are needed for a specific reason. Operational vehicles may be exempt from the same requirements as administrative use vehicles.
3. The need for an administrative motor vehicle is primarily determined by miles driven. Other factors such as frequency of trips or unique mission requirements may also be considered. The Motor Vehicle Program must leverage the requirements of higher level guidance, Headquarters Programs, cost and supportability along with real or anticipated miles driven, demand and mission requirements to determine when to acquire or keep a motor vehicle. Administrative vehicles that average less than 12,000 miles per year will be considered for transfer or disposal.
4. There will be cases where the mileage achieved on a particular vehicle does not meet the established utilization guidelines. Motor vehicle managers and the Motor Vehicle Program must include an annual review of vehicles that deviate significantly from utilization guidelines. Rotation, disposal, or mission reassignment, should be considered for any vehicle not achieving or greatly exceeding the guidelines. Other utilization guidelines to be considered, but not limited to, include:
 - a. Mission;
 - b. Historical or expected hours of use;
 - c. Ratio of employees to vehicles – dependent on field unit type and location, similar units must have similar ratio;
 - d. Ratio of vehicles to boats/trailers – one vehicle per two boats (1:2), not to exceed (1:1);
 - e. Frequency of trips per vehicle – greater than one trip per day;
 - f. Vehicle function;
 - g. Operating terrain;
 - h. Climate;
 - i. Access to other transportation methods;
 - j. Vehicle condition and age; and,
 - k. Required employee response times.

G. Motor Pools and Vehicle Sharing.

1. A motor pool is a group of motor vehicles centrally controlled and dispatched for use to service one or more units. Motor pools have many benefits including, but not limited to, eliminating underutilized vehicles, reducing costs, and improving accountability and control. Vehicle sharing is an agreement between one or more units to share a vehicle and is beneficial when a motor pool is impractical.
2. At a minimum, unit commanders, commanding officers, and officers-in-charge of co-located field units must establish motor pools or vehicle sharing agreements for administrative vehicles. Vehicle support, including motor pools, can be considered a support service provided by the parent/senior command.
3. CG cutters co-located with a shore based unit will not normally be assigned a vehicle. CG SILC (FOB) must consider relocating any vehicles to the shore based unit. Vehicle pooling or sharing is normally the best mechanism to support CG cutter vehicle requirements.
4. Motor pools must be operated per Reference (b) and must have adequate management controls to support its customers while supporting the requirements of this Manual and Reference (b). GSA DRM must be utilized to manage all motor pool vehicles.
5. Vehicles transferred into a motor pool must be accompanied with all applicable reoccurring funding (e.g., modify budget model, travel ceiling).

H. Reports and Data Management.

1. Information about the vehicle fleet is essential to its proper management and control. Vehicle owners, vehicle managers or the Local MFM must report all vehicle information in the systems of record described in Chapter 1.C of this Manual. Commandant (CG-435), CG SILC (FOB), Regional MFM and Reference (b) may require additional information when deemed appropriate to improve fleet management efforts.

CHAPTER 4. OPERATION OF MOTOR VEHICLES

A. Authorized Users Of Motor Vehicles.

1. Only Government employees that possess a current and unrestricted state, territorial, or District of Columbia driver license are permitted to operate a motor vehicle. Employees convicted of a serious moving violation or have been involved in a serious traffic accident while operating a Government motor vehicle must follow the stipulations described in Paragraph G.4.a. of this Chapter. Government contractors may operate a motor vehicle, if in addition to other requirements in this section, the contract explicitly requires it and outlines responsibilities for the driver, the company, and the Government regarding damages, traffic violations and injury. See below for additional requirements for special types of vehicles.
 - a. Vehicle Outfitted With Special Equipment - Only Government employees that possess the following can operate a vehicle outfitted with special equipment (e.g., snow plow, crane, blower, pump, emergency signaling device):
 - (1) A current and unrestricted state, territorial, or District of Columbia driver license;
 - (2) U.S. Government Motor Vehicle Operator's Identification Card, Form OF346;
and,
 - (3) Proof of local equipment training.
 - b. Commercial Vehicles - Only Government employees that possess the following can operate a commercial vehicle that is used to transport more than 15 passengers, including the driver, and has a gross combined weight rating (GCWR) of 26,001 pounds or more, or carries hazardous material (HAZMAT):
 - (1) A current and unrestricted state, territorial, or District of Columbia driver license;
 - (2) U.S. Government Motor Vehicle Operator's Identification Card, Form OF346;
and,
 - (3) A current commercial driver license (CDL) with appropriate endorsements. See Paragraph D of this Chapter for further guidance and exemptions for active duty personnel and specific vehicles.
 - c. Trailer Towing - Only Government employees that possess the following can operate a vehicle and tow a trailer. Government trailers cannot be towed by a non-government vehicle unless authorized by another policy or Commandant (CG-435). The tow vehicle and trailer combination must be matched and operated per Reference (b):
 - (1) A current and unrestricted state, territorial, or District of Columbia driver license;
 - (2) U.S. Government Motor Vehicle Operator's Identification Card, Form OF346;
and,
 - (3) Proof of local trailer towing training.
2. This Chapter applies to Coast Guard Auxiliarists when they are acting in an official capacity conducting CG business on official travel per Reference (d).

3. Field units must establish management controls to prevent the unauthorized use of motor vehicles. A training program must also be established to provide qualified operators of motor vehicles. See Reference (b) for additional guidance.
4. A unit commander, commanding officer, or officer-in-charge can revoke privileges of any government employee to operate a motor vehicle based on unsafe practices or non-compliance with this Manual. The Local or Regional MFM, CG SILC (FOB) and Commandant (CG-435) may assist in the identification of unsafe practices.

B. Official Use of Motor Vehicles.

1. The use of motor vehicles will be restricted to official purposes - any application of a motor vehicle in support of authorized functions, activities, or operations, consistent with the purpose for which the motor vehicle was acquired. Motor vehicles are acquired to perform the mission of the CG in accordance with 41 CFR Part 102-34 Subpart D. When questions arise about the official use of a motor vehicle, they will be resolved in favor of strict compliance with statutory provisions and this Manual.
2. The determination as to whether a particular use is for official purposes is a matter of discretion to be exercised by the unit commander, commanding officer, or officer-in-charge within applicable law and regulations. In making such a determination, consideration will be given to all pertinent factors, including whether the transportation is:
 - a. Essential to the successful completion of a CG function, activity, or operation;
 - b. An authorized use of appropriated funding - Motor vehicles are acquired with appropriated funding and therefore their use is synonymous with authorizing appropriated funding for travel. When questioning whether use of a motor vehicle is for official purpose, consider if local travel reimbursement can or would be approved. If the answer is “no”, then the use of the motor vehicle is likely not for official purpose;
 - c. For employees in an “official duty status”. Transportation while in liberty, leave or administrative absence status is not allowed reimbursement of expenses, including the use of a motor vehicle acquired with appropriated funding. Refer to Military Assignments and Authorized Absences, COMDTINST M1000.8(series);
 - d. Consistent with the purpose for which the motor vehicle was acquired and the operator has the required licensing or training requirements (e.g., CDL, OF346, EV, HAZMAT); and,
 - e. Not based solely on reasons of rank, position, prestige, or personal convenience.
3. Requests for exceptions from this manual must be sent by email or phone call through the field unit’s servicing legal office and CG SILC (FOB) to Commandant (CG-435).
4. Authorized use of a motor vehicle includes:
 - a. Official Purposes. Activities determined to be official per Paragraph B.2 of this Chapter;

- b. Ceremonies. Motor vehicles are authorized for military and civilian personnel officially participating in public ceremonies, military ceremonies, and parades directly related to official activities. Attendance at such activities does not equate to official participation;
 - c. Non-CG Employees in Official Capacity. Motor vehicles are authorized for non-CG employees invited to participate in an official capacity in CG activities if no additional cost is incurred by the Government;
 - d. Spouse and Dependents with Member. Motor vehicles are authorized to transport an employee, spouse and dependents together from the workplace to an official function to which the spouse and dependents were invited and the employee is participating in an official capacity. No additional cost must be incurred by the Government and there must be free space available that is not needed for official purposes;
 - e. Military Recruits. Motor vehicles are authorized to transport prospective military recruits in connection with interviewing, processing, and orientation; and,
 - f. Official Travel. Motor vehicles are authorized to support official travel which is defined in Reference (f).
5. Unauthorized use of a motor vehicle includes:
- a. Unofficial Purposes. Activities not determined to be official per Paragraph B.2 of this Chapter;
 - b. Personal Business. Motor vehicles are not authorized for the purpose of conducting personal business or engaging in other activities of a personal nature by CG employees, their families, or others. Authorization to conduct personal business during normal business hours does not make the business official, it's still considered personal;
 - c. Home-to-Work. Transportation to and from the workplace is the members responsibility. Motor vehicles are not authorized for transporting CG employees over all or any part of the route between their residence and places of employment unless the employee is authorized Home-to-Work privileges as detailed in Chapter 7 of this Manual or is on official travel per References (e) and (f) and the use of a vehicle is endorsed on the travel orders;
 - d. Permissive Travel. Motor vehicles are not authorized for permissive travel;
 - e. Nonofficial Travelers. Motor vehicles are not authorized for the transportation of nonofficial travelers to include employees or non-CG employees. However, where the transportation is in connection with an official purpose and there is no additional cost to the government, such travel can be authorized by Commandant (CG-435) on a case-by-case basis. All requests must be sent by email or phone call through the field unit's servicing legal office and CG SILC (FOB) for consideration; and,
 - f. Medical Appointments/Treatment. The use of vehicles for transportation to and from medical appointments is generally prohibited. Medical appointments qualify as

official business only in limited situations. Per Paragraph B.2.b of this Chapter, motor vehicles are generally prohibited for activities in which travel reimbursement would not be authorized;

(1) Local Travel of Uniformed Members. Per References (e) and (f), local travel reimbursement is only allowed when a uniformed member is ordered to a medical facility. These appointments are typically scheduled by the CG and require a member's attendance. Uniformed members who voluntarily travel to a medical facility to obtain a medical diagnosis and/or treatment (e.g., annual physical, sick call, initial appointments, follow-up appointments, referrals, dental exams), although necessary for health reasons, are not a condition of employment in the CG and not considered official business. Reimbursement for the transportation is not authorized.

(2) Local Travel of Civilian Employees. Civilian employees will not be reimbursed for local travel to medical appointments except for the few special circumstances authorized by the Federal Travel Regulation (FTR). Civilian employees typically attend medical appointments while in a leave status and therefore are not on official business.

6. Employees who operate or ride in motor vehicles must comply with the following provisions:
 - a. Obey federal, tribal, state and local traffic laws;
 - b. Operate the vehicle in a safe manner;
 - c. Smoking, use of tobacco products and electronic cigarettes is prohibited;
 - d. Operator must not have consumed alcohol within the previous 12 hours;
 - e. Operator must not be impaired by alcohol or controlled substance use as determined by state, territorial, or District of Columbia laws;
 - f. Transportation of alcohol is prohibited;
 - g. Using a cell phone, including texting, while operating a motor vehicle is prohibited. Hands-free/Bluetooth operation is prohibited unless allowed by the locality the vehicle is being operated;
 - h. Displaying sport affiliation, religious symbols, political statements, etc. on a motor vehicle is prohibited; and,
 - i. All occupants must wear seatbelts.
7. Special equipment outfitted on the vehicle (e.g., plows, blowers, emergency or caution signaling devices) can be used only when:
 - a. There is a specific and valid need for their use;
 - b. The operator has the proper training or certification required by Paragraph A of this Chapter and Reference (b) to use them; and,
 - c. It is in accordance with state, territorial or federal law.

8. Misuse of a motor vehicle may result in appropriate disciplinary action.
 - a. Civilian employees who willfully misuse or authorize misuse of a government vehicle incur an administrative violation that carries mandatory penalties by law. In the event the charge of willful misuse of a government vehicle is substantiated by preponderant evidence, penalties range from 30-day suspension (without pay) to removal from federal employment. The servicing COMDT (CG-1214) specialist must be consulted for assistance.
 - b. Military members who willfully misuse or authorize misuse of a government vehicle are subject to disciplinary action in accordance with the provisions of the Uniform Code of Military Justice (UCMJ).
 - c. Auxiliarists who willfully misuse or authorize misuse of a government vehicle for other than official purposes are subject to disciplinary action in accordance with Reference (d).
 - d. Contractors who willfully misuse or authorize misuse of a government vehicle for other than official purposes are subject to the stipulations outlined in their contract.
9. By law the CG cannot use appropriated funds to pay any fines for traffic violations regardless of the circumstances. Fines are the responsibility of the vehicle driver. Driver logs must be maintained to enable managers to determine driver responsibility if electronic tickets are received.

C. Tolls.

1. Electronic toll passes are recommended where appropriate as determined by the field unit. Electronic toll passes must be effectively managed by the Local MFM and vehicle operators to prevent misuse and fraud.
2. All tolls must be paid. If a vehicle does not have an electronic toll pass, vehicle operators must use the regular toll booth lanes and pay with unit funds or pay with personal funds and seek local travel reimbursement. Failure to make payment at the time the toll is passed may result in a toll violation and considered vehicle misuse and subject to the penalties described in Paragraph B.8 of this Chapter.

D. Trailer Towing.

1. Towing a trailer is a unique evolution that takes a special skill set to safely transport and deliver the trailer and its contents to the desired location. Towing a trailer, regardless of size or gross weight, is prohibited without special training and field unit command authorization as detailed and required by Paragraph A of this Chapter and Reference (b).
2. Through the acquisition process, only trailers that are under the rated capacity of the field unit's motor vehicles must be acquired. Field units must not hold and maintain any trailer that cannot be safely towed by their assigned motor vehicles.
3. Towing oversized loads (width > 102 inches or height > 162 inches) are regulated by each state, territory and the District of Columbia. All oversized load requirements must

be followed. Contacting the local Department of Transportation for any trailer load that is near or exceeds the oversized load requirements is encouraged to determine any transportation requirements.

4. The acquisition of a trailer alone does not justify the need for a larger towing vehicle.
5. Damaged and unsafe trailers must be repaired or disposed of immediately to prevent their unintended operation.

E. Commercial Driver License.

1. A Commercial Driver License (CDL) is a type of license required by federal regulations for drivers of commercial vehicles (e.g., buses, trucks) that are used to transport more than 15 passengers, including the driver and has a gross combined weight rating (GCWR) of 26,001 pounds or more, or carries hazardous material (HAZMAT). See Reference (b) and 49 CFR 383 for more CDL requirements.
2. Civilian, Auxiliary, and contract employees require a CDL to drive vehicles that meet the standards for their duty location. The CDL license is required whether or not the employee's normal duties require the vehicle to be driven off the Government installation. This includes any additional certifications such as transportation of hazardous materials endorsement (HAZMAT Stamps) if the employee is transporting HAZMAT.
3. Federal regulations do not require a CDL for uniformed military members and reserves in active duty status. However, because of the increased risk to personnel and equipment safety, military members must be trained to the equivalent level that a licensing evaluator requires for a CDL in the state or territory in which he/she is stationed. Unit commanders, commanding officers, or officers-in-charge may require a CDL certification at their discretion.
4. CDL training and/or certification is unit funded and may be conducted by attending a civilian or other military service training program for the appropriate vehicle type.

F. Emergency Vehicles.

1. General information regarding the outfitting of Emergency Vehicles (EV) is discussed in Chapter 5 of this Manual and Reference (b). Use of emergency signaling devices without due care or in an improper or illegal manner is considered an unauthorized use of a motor vehicle and may result in adverse personnel actions including removal as well as individual legal liability. The installation of emergency signaling devices in a vehicle does not by itself constitute authority for their use. Only authorized employees, as determined pursuant to the below criteria, may operate a motor vehicle with emergency signaling devices in use.
 - a. Except for training purposes, CG personnel must not operate an EV with signaling devices in use unless there is a specific need, until they have been trained, certified by their command, issued a U.S. Government Motor Vehicle Operator's Identification

Card, Form OF346, and classified as an authorized user of a motor vehicle as described in Paragraph A.1 of this Chapter.

- b. Operators training must include, at a minimum, a formal Emergency Vehicle Operators Course (EVOC) training course funded by the field unit.
- c. Law enforcement personnel with career training that includes federal EVOC training must also familiarize themselves with state and local laws.
- d. Operators must also follow any additional guidelines that may be provided by the field unit command, Headquarters Program, Commandant (CG-435), CG SILC (FOB) or Reference (b).

G. Accidents and Damage Reporting.

1. An accident or incident is damage or injury to or caused by a motor vehicle. Accident and incidents, whether they are major or minor in nature, are reported to determine and document the cause, nature, and possible trends or patterns. Accidents and incidents put an enormous drain on personnel, equipment and funding resources. Proper licensing, training, and the conduct of operators and passengers reduce the risk of accidents and incidents.
2. The following actions must be taken by the vehicle operator following an accident or incident:
 - a. Notify the immediate supervisor, Local MFM, GSA Accident Management Center (if the vehicle is GSA leased), and the federal, state, tribal, or local law enforcement authorities (accident only);
 - b. Stay at the scene until law enforcement authorities arrive or have been contacted and have stated they do not need to respond;
 - c. Obtain medical assistance if anyone is injured;
 - d. Complete a report of the accident or incident;
 - e. Obtain the contact information of other drivers involved and provide your work-related contact information;
 - f. Make no statements as to the responsibility for the accident except to his or her supervisor, Local MFM, or government investigating officer;
 - g. Obtain the name, address, and telephone number of any witnesses to the accident;
 - h. Initiate the Motor Vehicle Accident Report, Form SF91, by obtaining the name, address, telephone number, insurance, and license information from the other driver(s) involved in the accident;
 - i. Deliver the Motor Vehicle Accident Report, Form SF91, to the Local MFM by the next business day after the accident for final disposition to GSA and/or unit Safety Officer;

- j. Review Reference (g) and report the accident or incident as a Mishap as required. For example, an accident or incident that results in damages exceeding \$5,000 or personal injury requiring treatment beyond basic first aid is a Reportable Mishap;
- k. Review Reference (b) for additional actions; and,
 - l. Review Administrative Investigations Manual, COMDTINST M5830.1 (series) for investigation requirements. Most minor accidents do not require an Administrative Investigation.
- 3. Regardless whether a motor vehicle is owned or leased, the CG is responsible for all damages, unless caused by another party. The CG is self insured; the field unit of the motor vehicle operator at the time of the accident or incident is responsible to pay for the total repair. Any significant damage will affect a field unit in multiple ways; the unit will divert funds to pay for the repair, the vehicle will be out of service for a period of time, and the reputation of the individual or CG may be affected.
- 4. Reference (g) details the requirements of a Motor Vehicle Safety Program to prevent vehicle accidents and personnel injuries. The below list includes some of the requirements from Reference (g) and other requirements that must be followed to minimize vehicle accidents and incidents:
 - a. Personnel convicted of a serious moving violation or who have been involved in a serious traffic accident while operating a Government motor vehicle, must complete a Driver Improvement Course. The course is a condition of continued authorized use of a motor vehicle onboard a CG facility or while on authorized travel;
 - b. Motor vehicles must not be used unless they are in a safe and serviceable condition;
 - c. Only properly trained, qualified licensed drivers must be authorized to operate motor vehicles and equipment;
 - d. Every effort possible must be exerted toward the elimination of conditions which could lead to personal injury, property damage or adverse impact on CG missions. The command is responsible for providing specialized training and driving safety awareness training to their employees;
 - e. CG employees are responsible to safeguard themselves, their fellow members, and Government property entrusted to their care. Employees must also be familiar and comply with federal, state, territory, local, and CG traffic safety requirements while operating motor vehicles; and,
 - f. The command must ensure that their motor vehicles have the proper safety equipment available and are properly maintained.

CHAPTER 5. SIGNALING DEVICES

A. Objective.

1. Signaling devices are used to request right-of-way through traffic or are used to indicate a warning or caution.
2. Installations of signaling devices, either permanent or temporary/removable, are a modification to the vehicle and must follow Chapter 3.E of this Manual and Reference (b).
3. Commandant (CG-435) will coordinate with Headquarters Programs to identify missions and field units that require emergency or warning lights on motor vehicles.

B. Emergency Lights and Signaling Devices.

1. Emergency lights are red, blue or any combination of red, blue or white. Any motor vehicle outfitted with emergency lights must be outfitted and operated in accordance with federal, territorial, and state requirements as applicable.
2. Vehicles with emergency lights installed must be operated per Paragraph F of Chapter 4 and Reference (b).

C. Caution/Warning Lights.

1. Caution and warning lights are amber, green or any color authorized by the state, territory or the District of Columbia. Any motor vehicle outfitted with caution/warning lights must be outfitted and operated in accordance with the federal, territorial, and state requirements as applicable. If the motor vehicle will operate in multiple states/territories, the vehicle owner must address this with each location, outfit the vehicle accordingly and inform the Motor Vehicle Program in the outfitting request required by Chapter 3.E of this Manual.
2. Caution and warning lights are a good alternative to emergency lights. The lights attract attention but do not require the special operator training requirements.

D. Emergency Vehicle.

1. Emergency vehicles (EV) are vehicles equipped with emergency signaling devices (any combination of red, blue, or white) designed to request right-of-way through traffic while responding to an emergency situation or indicate a security presence. A vehicle is considered an EV whether the emergency signaling devices are permanently installed on the vehicle or the device is easily removable. Vehicles equipped with warning or caution lights are not considered emergency vehicles.
 - a. Emergency Vehicle (EV) - Any vehicle primarily or regularly used to respond to an emergency situation. EVs may include, but are not limited to, fire and rescue trucks, ambulances, law enforcement vehicles, security vehicles, Coast Guard Investigative

Service (CGIS) vehicles, and Commandant Staff vehicles. These vehicles must be equipped with emergency lights and audible devices specified in this manual.

- b. Emergency Situation - A situation where delay will result in death, grievous injury, a significant security threat, or additional catastrophic property or environmental damage.
2. Chapters 3.E and 4.F of this Manual provide detailed information on the outfitting and operation of EV's. See Reference (b) for any additional EV requirements.

CHAPTER 6. FUEL EFFICIENCY STANDARDS

- A. Objective. The Federal Government has requirements to reduce the energy and fuel consumed by motor vehicle fleets. Strategies of reducing vehicle fleet size, miles driven and mandating Alternative Fuel Vehicles (AFV) all strive to reduce fuel consumption.
- B. Policy.
1. The Motor Vehicle Program, vehicle managers and vehicle operators will comply with federal requirements as much as practical to reduce fuel consumption through the reduction of vehicles and acquisition of AFVs.
 2. All acquisitions must consider AFVs. Vehicles equipped to run on alternative fuels must be operated on alternative fuels where alternative fuels are available unless specifically exempt. See Reference (b) for specific guidance.
 3. Use administrative vehicles or the most fuel efficient vehicle whenever practical. For example, do not use a heavy duty truck for the purpose of passenger transportation when a more fuel efficient vehicle is available.
 4. Establish, maximize, and use motor pools to provide the most fuel efficient vehicle.
 5. Electric vehicle charging stations must be provided as much as practical to encourage and support the addition of electric vehicles to the CG's vehicle fleet. POVs or vehicles acquired with non-appropriated funds may use electric vehicle charging stations if the following conditions are met.
 - a. The vehicle operator must receive permission from the facility commander, commanding officer, or officer-in-charge;
 - b. The charging of the vehicle must not interfere with the charging of CG vehicles and mission execution;
 - c. A method of calculating electricity consumed and a method for reimbursement must be established; and
 - d. An agreement must be established that describes and limits the liability for any costs associated with vehicle purchase, personal injury, or repairs for damage to any vehicle that occurs while parked at or using the charging station.

CHAPTER 7. HOME-TO-WORK

A. Objective.

1. Home-to-Work (HtW) is the use of a motor vehicle to transport an employee between his or her residence and place of work.
2. Commuting between one's residence and official place of work is an employee's personal responsibility.
3. HtW transportation can be authorized when there are unique circumstances and there is a benefit to the Government. For information and guidance on the HtW program, see DHS Directive 112-05, Home-to-Work Transportation Instruction Manual.

B. Policy.

1. Employees are prohibited from using a motor vehicle to transport themselves between his or her residence and place of work unless a HtW authorization is granted by the Secretary of DHS.
2. HtW authorization does not extend to employees on official travel. Anytime a vehicle is authorized for use in conjunction with travel orders; the use is not considered HtW. Employees on official travel per References (e) and (f) may request and use a vehicle to travel to their residence with the proper endorsement on the travel orders.
3. The HtW authorization is granted to the employee, not the motor vehicle. HtW authorization cannot be made solely or principally for the comfort or convenience of the unit or employee.
4. HtW authorization is a privilege and is granted for a specified length of time to assist the employee to perform their mission and provide benefit to the Government. If the employee is not engaged in nor expected to engage in their primary duty, HtW is not authorized.
5. Employees with HtW authorization must comply with HtW program requirements as detailed by Reference (b) and Commandant (CG-435).

C. Requests.

1. Requests for HtW authorizations must be submitted by email to Commandant (CG-435) through the Headquarters Program for consideration. Commandant (CG-435) will not accept any requests from field units.
2. Commandant (CG-435) will initiate all HtW authorization requests for Secretary of DHS approval.

3. CG Investigative Service, Embassy Liaison Officers (Cuba, Dominican Republic, Bahamas, Haiti), and canine handlers are some examples of where HtW was authorized based on the unique nature of their duties.

CHAPTER 8. HAZARDOUS MATERIAL TRANSPORTATION

A. Objective.

1. This Chapter applies to the transportation of a hazardous material (HAZMAT) using a Government motor vehicle (owned, leased, rented) over public roads. Intra-facility transportation of HAZMAT within a CG facility that has restricted public access is exempt from the provisions of this Chapter. However, unit commanders/commanding officers/officers-in-charge, vehicle managers, and HAZMAT managers must evaluate the risk of intra-facility transportation and determine if distance or HAZMAT characteristics necessitate the provisions of this Chapter to be followed for the protection of the environment, personnel and public.
2. The transportation of HAZMAT is highly regulated and represents a significant risk to the environment, the CG, and employees. The transportation of HAZMAT should be avoided as much as practical. If it must be accomplished, an amount that meets the definition of "limited quantity" in 49 CFR 173 is recommended to reduce the risk and avoid the administrative burden required by 49 CFR 171-180 and this Chapter. The field unit designated hazardous material coordinator or similar individual that has received at least 40 hours of a CG approved course must be consulted when considering HAZMAT transportation.

B. Policy.

1. HAZMAT transported in motor vehicles must have the proper documentation, labeling, marking, and placarding as required by 49 CFR 172.
2. Transportation of arms, ammunition and explosives must comply with the Ordnance Manual, COMDTINST M8000.2 (series).
3. All authorized CG drivers, to include civilians, military, and contractors transporting regulated HAZMAT over public roads must, as a minimum, receive training on proper vehicle operation, securing loads (blocking and bracing), placarding requirements, vehicle route restrictions, required documentation, actions in the event of an incident or accident, and emergency notification procedures.
4. The required training satisfies the requirements of 49 CFR 172 for the driver of the motor vehicle only. Training requirements for individuals authorizing the transportation of the HAZMAT are contained in 49 CFR 172 and the Hazardous Waste Management Manual, COMDTINST M16478.1 (series).
5. The vehicle driver training can be given by a unit designated hazardous material coordinator or similar individual that has received at least 40 hours of a CG approved course.
6. Driver training must be documented on a U.S. Government Motor Vehicle Operator's Identification Card, Form OF346, noting the individual is able to drive HAZMAT over public roads, see Paragraph A.1 of Chapter 4. The U.S. Government Motor Vehicle

Operator's Identification Card, Form OF346, must be issued to the employee, readily available, and periodically reviewed by the Local MFM or unit designated hazardous material coordinator prior to the transportation of HAZMAT.

7. Transportation of Government owned, managed, or controlled HAZMAT with a privately owned vehicle is prohibited.

C. Driver Requirements.

1. Civilian and contract employees must have a current and unrestricted state, territorial, or District of Columbia driver license, CDL with appropriate HAZMAT endorsement and a U.S. Government Motor Vehicle Operator's Identification Card, Form OF346, detailing driver training before transporting HAZMAT.
2. Federal regulations do not require a CDL for uniformed military members and reserves in active duty status. However, military members must be trained to the equivalent level that a licensing evaluator requires for a CDL and appropriate HAZMAT endorsement.

CHAPTER 9. MOTOR VEHICLE DISPOSAL

A. Objective.

1. Disposal of motor vehicles is the final phase in the life cycle. Property moves from the utilization phase to the disposal phase when the CG determines that an asset is excess to the needs of the organization either because it is damaged, obsolete, has served its useful purpose, or is underutilized.
2. This chapter applies to CG-owned vehicles only. If GSA or commercial lease vehicles are excess to the CG's needs, the lease must be terminated and the vehicle returned following the procedures outlined in Reference (b).
3. Reference (c) is the authority on the disposal of motor vehicles.
4. Disposal of vehicles may include sale, donation, transfer, abandonment/destruction, or other types of removal as outlined in Reference (c).

B. Policy.

1. All disposals must be performed as detailed in Reference (c). The disposal process is outlined in the flowchart and described below.

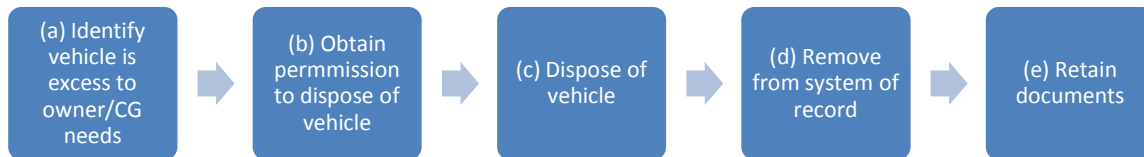


Figure 9-1: Motor Vehicle Disposal Process

- a. The CG is responsible for identifying obsolete or underutilized motor vehicles and disposing of vehicles that are not required for mission purposes. In accordance with other provisions of this Manual, the CG may be required to dispose of motor vehicles to comply with cost saving mandates. Commandant (CG-435) and CG SILC (FOB) establish the vehicle fleet inventory and therefore may dictate whether a field unit must dispose or transfer a vehicle irrespective of the desires of the field unit.
- b. All disposals must be approved by the Local MFM, Regional MFM, CG SILC (FOB) and as required in Reference (c).
- c. Dispose of the vehicle. The field unit in possession or management of the vehicle must initiate, manage, and execute disposal.
- d. Disposed motor vehicles must be removed from Oracle and FMVRS.
- e. The unit disposing of the vehicle must retain disposal documentation per the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series) and Reference (c).