



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH VA 22042

BUMEDINST 11240.6B
BUMED-N4
22 Apr 2026

BUMED INSTRUCTION 11240.6B

From: Chief, Bureau of Medicine and Surgery

Subj: GOVERNMENT VEHICLES – NON-TACTICAL VEHICLES AND EQUIPMENT

Ref: (a) OPNAVINST 11240.8J
(b) DoD Manual 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, March 2007
(c) NAVFAC P-300
(d) NAVFAC P-307
(e) MCO P11240.106D
(f) OPNAVINST 11320.27A
(g) NAVSUPINST 10490.33C
(h) OPNAVINST 5100.23H
(i) OPNAVINST 5102.1E
(j) NMCPHC-TM OM 6260
(k) BUMED Enterprise Safety Application Management System Supervisors Handbook for Safety and Occupational Health, June 2015 (NOTAL)
(l) DASN (Financial Operations) ltr 7000 Ser FMO/99 of 17 Dec 14 (NOTAL)
(m) 31 U.S.C.

Encl: (1) Acronyms
(2) Bureau of Medicine and Surgery Responsibilities for Non-Tactical Vehicles and Equipment
(3) Naval Facilities Engineering Systems Command Responsibilities for Non-Tactical Vehicles and Equipment

1. Purpose. To issue supplemental policy guidance governing the administration and management, assignment, operation, maintenance, repair, and use of U.S. Government transportation vehicles also known as non-tactical vehicles and equipment (NTV&E), and limited guidance on non-NTV&E materials handling equipment (MHE). Enclosure (1) is a list of acronyms and abbreviations used in this instruction. Enclosures (2) and (3) provide management responsibilities for government vehicles. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 11240.6A

3. Scope and Applicability. This instruction applies to all Navy Medicine Shore commands with exception to Navy Expeditionary Medicine Warfighter Development Center (NAVEXPMEDWARDEVCCEN) and Naval Medical Readiness Logistics Command

(NAVMEDREDLOGCOM) and their tactical Expeditionary Medical Systems (EXMEDS) tables of allowance. It applies to all NTV&E, including passenger carrying vehicles (PCV), certain trailers, general purpose trucks, construction maintenance equipment, and low speed vehicles (LSV).

4. Background. This revision provides guidance to ensure compliance with policy reflected in references (a) through (m) and addresses issues with the purchase and operation of NTV&E identified during command transportation audits.

5. Action

a. BUMED. As a Budget Submitting Office, per reference (a), BUMED will comply with all management, reporting, and other requirements specified by Naval Facilities Engineering Systems Command related to NTV&E. Enclosure (2) lists BUMED's NTV&E management responsibilities.

b. Naval Facilities Engineering Systems Command. Naval Facilities Engineering Systems Command Public Works Business Line provides management, administrative, and operational services to support the NTV&E requirements of the Navy's shore-based equipment needs. Enclosure (3) lists Naval Facilities Engineering Systems Command's NTV&E management responsibilities applicable to BUMED.

c. Naval Supply Systems Command. Naval Supply Systems Command MHE Director provides management, administrative, and operational services to support the MHE requirements of the Navy's shore-based equipment needs. Enclosure (3) lists Naval Supply Systems Command's MHE management responsibilities applicable to BUMED.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules found on Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

7. Review and Effective Date. Per OPNAVINST 5215.17A, Director, Logistics, Supply, and Support (BUMED-N4) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of War, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the

interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016."

8. Information Management Control. The reports required in enclosure (3), paragraph 9 are exempt from reports control per Secretary of the Navy manual -5214.1 of December 2005, part IV, subparagraph 7h.

9. Forms

a. The listed Department of Defense (DD) forms are available at:

(1) DD Form 1348-1A Issue Release/Receipt Document:
https://www.esd.whs.mil/Directives/forms/dd1000_1499/DD1348-1/

(2) DD Form 1970 Motor Equipment Utilization Record:
<https://ddforms.org/dd-form-1970-motor-equipment-utilization-record/>

b. Standard Form (SF) 91 Motor Vehicle Accident Report available at:
<https://www.gsa.gov/system/files/SF91-20.pdf>

c. NAVFAC 9-11240-13 Operator's Inspection Guide and Trouble Report is available at:
https://forms.documentservices.dla.mil/order/form_detail.cfm?stock_number=NONSN00000361



R. FREEDMAN
Acting

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives/>.

ACRONYMS

AO	Approving Official
APC	Agency Program Coordinator
APSR	Accountable Property System of Record
ATV	All-Terrain Vehicle
BUMED	Bureau of Medicine and Surgery
CCPMD	Consolidate Card Program
CO	Commanding Officer
COC	Chain of Command
CFR	Code of Federal Regulations
DLA	Defense Logistics Agency
DMLSS	Defense Medical Logistics Standard Support
DON	Department of the Navy
DOW	Department of War
EC	Equipment Code
ESAMS	Enterprise Safety Application Management System
EXMEDS	Expeditionary Medical Systems
FAST	Federal Automotive Statistical Tool
FMIS	Fleet Management Information System
GSA	General Services Administration
KM/H	Kilometer Per Hour
LSV	Low Speed Vehicle
MHE	Material Handling Equipment
MOHCAT	Mobile Occupational Hearing Conservation Audiometric Truck
MPH	Miles Per Hour
NAVEXPMEDWARDEVCCEN	Navy Expeditionary Medicine Warfighter Development Center
NAVMEDTRNCMD	Navy Medicine Readiness and Training Command
NAVMEDREADTRNUNIT	Navy Medicine Readiness and Training Unit
NTV&E	Non-Tactical Vehicles and Equipment
OMB	Office of Management and Budget
OPNAV	Office of the Chief of Naval Operations
PCV	Passenger Carrying Vehicles
PWD	Public Works Department
SF	Standard Form
SOP	Standard Operating Procedure
SOW	Statement of Work
VIL	Vehicle Identification Link (Key)
VIN	Vehicle Identification Number

BUREAU OF MEDICINE AND SURGERY RESPONSIBILITIES
FOR NON-TACTICAL VEHICLES AND EQUIPMENT

1. Administration and Management Responsibility. NAVMED commands are responsible for complying with policy reflected in references (a) through (l). This enclosure expands upon those references.
2. Non-Tactical Vehicles and Equipment (NTV&E) Inventory. Navy Medicine commands are not authorized to acquire, without prior Naval Facilities Engineering Systems Command Atlantic approval as part of the Department of the Navy (DON), vehicle allocation methodology through the submission of an inventory objective request. NTV&E includes vehicles provided by the supporting Naval Facilities Engineering Systems Command Public Works Department (PWD), including Navy-owned Fleet assets and leased assets from General Services Administration (GSA). Included in the acquisition process is adherence to Federal mandated fuel reduction initiatives which are implemented during vehicle replacement through the acquisition of alternative fueled vehicles, zero emission, and plug-in hybrids to replace older less efficient vehicles.
3. Replacing NTV&E. The command transportation manager has the authority to administer replacement of existing NTV&E with the vehicle provider (PWD or GSA). That process must ensure that an inventory objective identification number is associated with the vehicle to be replaced, and that the replacement vehicle conforms to the inventory objective's equipment code (EC), customer reference code, and Federal automotive statistical tool type code.
4. Material Handling Equipment (MHE). NAVMED commands are not authorized to acquire MHE without prior approval from Naval Supply Systems Command via Naval Supply Systems Command Weapon Systems Support. Detailed information regarding procedures for acquisition, maintenance, record keeping, and disposition can be found in reference (g).
5. Designated Command's Transportation Manager
 - a. Each command must designate a transportation manager in writing. The parent command's transportation manager is responsible for communicating with subordinate commands' transportation coordinators to ensure that the inventory listing of NTV&E and BUMED special purpose vehicles and equipment is maintained accurately and that vehicle utilization data is captured monthly.
 - b. The NTV&E and BUMED special purpose inventory list must include:
 - (1) The date the vehicle was assigned to a department or division.
 - (2) Asset number.
 - (3) Mission-task supported.

- (4) Vehicle assigned location.
- (5) Person to whom the vehicle is assigned.
- (6) Mileage reading at the time the vehicle is dispatched.

c. Naval Facilities Engineering Systems Command can provide automated tools and guidance to minimize effort and to collect safety inspection and mileage data, which are addressed in subparagraphs 5c(1) through 5c(4). This information must be provided to BUMED or Naval Facilities Engineering Systems Command upon request. Additional transportation manager responsibilities include:

(1) Per reference (b), monitor and track annual safety inspections associated with vehicles provided by a PWD or GSA. This process heightens vehicle safety and readiness. If a vehicle's safety inspection is due to expire, the supporting PWD point of contact or GSA Fleet Service representative must be contacted to schedule a vehicle safety inspection. Upon successful completion of safety inspections, including correction of all deficient items discovered during the inspection, the inspection must be recorded in Maximo or GSAFLEET.

(2) Collect mileage data monthly. Drivers must use DD Form 1970 to record mileage or local command generated spreadsheet for ease of reporting.

(3) Maintain and forward copies of all DD Form 1348-1A for all NAVMED -owned vehicles transferred to Defense Logistics Agency (DLA) Disposition Services, formally known as Defense Reutilization and Marketing Office, to the Naval Facilities Engineering Systems Command Atlantic product line management offices as appropriate for record keeping management and to ensure the assigned license plates have been collected and properly processed for destruction by the Federal Prison Industries Program.

(4) Commands that dispatch central pool vehicles must issue trip tickets. For most BUMED commands, central pool dispatching is only administered at Navy Medicine Readiness and Training Commands (NAVMEDREADTRNCMD) and Navy Medicine Readiness and Training Units (NAVMEDREADTRNUNIT).

6. Requesting Inventory Objective(s)

a. The command's transportation manager must administer requests for new or changes to existing inventory objectives.

(1) The department or division requesting changes to the command inventory objective level will require documented approval from the comptroller and director for administration prior to forwarding the inventory objective request to the supporting PWD for submission to the Naval Facilities Engineering Systems Command Fleet Manager for BUMED. Subordinate commands will forward the inventory

objective request to their commanding officer (CO) or officer in charge via their chain of command (COC) for review. Parent commands will forward the inventory objective request to their department head via their COC for review.

(2) If approved as a mission requirement, it will be forwarded to the director for administration to concur via an endorsement.

(3) If endorsed, it will be forwarded to the comptroller for addition to the established inventory objective levels and future budget planning and consideration.

(4) The designated command's transportation manager will submit endorsed inventory objective requests to Naval Facilities Engineering Systems Command Atlantic as appropriate for final validation actions outlined in subparagraphs 6a(4)(a) and 6a(4)(b).

(a) If the vehicle provider is the supporting PWD, the approved inventory objective request will be provided to the PWD who will forward it to the product line management offices for review. If validated by Naval Facilities Engineering Systems Command Atlantic, the PWD will determine how a vehicle will be acquired to support the inventory objective and inform the designated transportation manager accordingly.

(b) If the vehicle provider is the supporting GSA Fleet Service representative, the approved inventory objective will be provided to the product line management offices for review. If approved by the product line management offices, the designated transportation manager will be advised accordingly who will then communicate with the GSA Fleet Service representative to acquire a vehicle.

b. Temporary vehicle requirements that do not exceed 120 days can be obtained without an inventory objective request to address specific short-term needs through the local Naval Facilities Engineering Systems Command PWD or GSA Short Term Rentals.

7. Official Use of Government Vehicles. All government-owned or controlled GSA vehicles are subject to "official use policy" defined by reference (a), section 1344, 41 CFR 102-34, subpart D, and further defined by DOW and DON policy outlined in references (b) and (c) of this instruction. The use of all Navy-owned and controlled motor vehicles is restricted to official purposes only. The term "official purposes" means that a person must perform travel in their official capacity. The purpose of the trip must be related to the performance of official duties or in connection with activities conducted under official authorization. Personal use is prohibited. NAVMED commands are not to transport hazardous waste and regulated medical waste unless all specific requirements are met in per Federal, State, and local instructions.

8. Operation of Government-Owned and Controlled Vehicles and MHE. All drivers and operators must comply with the following regulations while operating government-owned and controlled vehicles and equipment.

- a. Comply with all Federal, State, and local motor traffic laws in addition to the Navy Traffic Safety Program requirements outlined in reference (h).
- b. Possess a valid driver's license issued by a State or other appropriate jurisdiction to include territories and foreign host nations. In instances when an operator does not have a valid State driver's license for the vehicle or equipment operated, the designated transportation manager should contact the supporting PWD or the product line management offices for guidance.
- c. Possess a valid MHE license for the appropriate equipment issued by Naval Supply Systems Command or other governing body. In instances when an operator does not have a valid MHE license for the equipment operated, the designated transportation manager should contact Naval Supply Systems Command for guidance.
- d. Vehicles operated on public highways must be driven at a safe speed neither greater than nor less than what is reasonable and proper. The driver must have due regard for the surface and width of the highway, the concentration of traffic, traffic control devices, such as speed limit, stop signs, and other operating conditions affecting the highway.
- e. Under no circumstances will any vehicle be operated at a speed greater than what will permit it to be stopped within the assured clear distance ahead.
- f. No vehicle will be driven in excess of posted speeds.
- g. No motor vehicle will be operated in a reckless manner, endangering life, limb, or property.
- h. No motor vehicle will be fueled or permitted to be fueled with the engine running or in the presence of any flame. During fueling, smoking will be prohibited within 50 feet of the vehicle and every precaution must be exercised to prevent the ignition of fuel by any other source of ignition.
- i. Use of tobacco products is prohibited inside government vehicles.
- j. The vehicle operator and all passengers must wear safety belts at all times.
- k. The use of cell phones by the driver of the vehicle is prohibited at all times while the vehicle is in motion.
- l. Supervisors will ensure that medical surveillance per reference (j) is completed and tracked for required personnel in the ESAMS. Please see reference (k) for additional details regarding the use of ESAMS for medical surveillance tracking. MHE has its own medical surveillance requirements per Naval Supply Systems Command.

m. Navy Owned or leased assets must have either a Fleet Fuel and Maintenance Card, Fob or vehicle identification link (VIL) key.

(1) Fleet Fuel and Maintenance Card

(a) Request a card from Naval Facilities Engineering Systems Command and Naval Supply Systems Command; or

(b) Upon approval by Naval Facilities Engineering Systems Command and Naval Supply Systems Command, establish an account the DOW Consolidate Card Program (CCPMD) for a Fleet Card.

(2) Fob or VIL key: Request a Fob and VIL key from Naval Facilities Engineering Systems Command and Naval Supply Systems Command .

n. Each will be coded, tracked, and utilized for the specific vehicle and vehicle identification number (VIN), including ambulances.

o. CCPMD Fleet Card will be exclusively used for NTVE.

p. Fuel usage must be recorded in the Navy FMIS by vehicle per transaction as required by the Federal Automotive Statistical Tool Report (FAST) annually submitted to OMB.

q. Fuel and Maintenance card accounts established with CCPMD.

(1) Naval Supply Systems Command will provide oversight for Fleet fuel and maintenance cards. Naval Facilities Engineering Systems Command may provide assistance, if directed.

(2) Require an Agency Program Coordinator (APC). The APC is the individual who will be physically responsible for the cards. They hand the cards out, keep the purchase log, collect receipts, etc. CCPMD recommends having an alternate APC for backup when the primary APC is out.

(3) Require Approving Official (AO). The AO will be responsible for payments. Certifying the fuel charges are being processed correctly and paying all non-fuel charges. The APC and the AO cannot be the same person.

r. Maintenance

(1) Maintenance and repairs will be performed as outlined in NAVFAC P-300.

(2) GSA Fleet-leased vehicles must be maintained per GSA Fleet maintenance standards using GSA-designated commercial vendors. In cases where Navy maintains GSA Fleet vehicles in-house under a formal agreement, GSA Fleet vehicles must be maintained as stated in the GSA lease agreement.

(3) Navy Owned NTVEs must be maintained per manufacturer recommendations and specifications.

(4) NTVe maintenance will be documented electronically for all vehicles (GSA leased and Navy owned) in Maximo (required for Naval Facilities Engineering Systems Command) and GSAFLEET as applicable.

9. Motor Vehicle Accident Report. In all cases, where there is damage by or to a government-owned or controlled vehicle (including but not limited to leased vehicles), an operator's report of SF 91 Motor Vehicle Accident Report will be filled out immediately, providing complete and detailed information together with witnesses' names and addresses. The report will be verified by the command's security officer and then submitted to the vehicle provider within 1 working day. In the event of an accident, the driver will immediately contact the command's security office. No vehicles will be moved from the accident scene except as directed by the security department or local authorities. In addition, all motor vehicle mishaps and accidents will be investigated per the requirements of reference (i). Mishaps will be recorded in ESAMS and reported via the Web Enabled Safety System per reference (k). Depending on the severity of the mishap a voice report may be required to the Naval Safety Center and the command duty officer must be notified. Contact your safety manager, installation safety manager, or the command duty officer for assistance. Complete NAVFAC 9-11240/13 Operator's Inspection Guide and Trouble Report for every trip and complete DD Form 1970 prior to each trip per reference (c).

10. Golf Carts and All-Terrain Vehicles (ATV)

a. Golf Carts. Per reference (h), golf carts designed for off-road use must not be operated on roadways that are used for commercial and public motor vehicle traffic. BUMED commands operating golf carts will cease further procurement and evaluate golf cart assignments for conversion to Naval Facilities Engineering Systems Command procured or leased low speed vehicle (LSV). Requests for additional inventory objectives will be processed as outlined in this instruction.

b. ATVs. ATVs, specifically designed to operate off-road, must not be operated on roadways that are used for commercial and public motor vehicle traffic, and must fit their designed operating abilities, such as remote training areas and some landscaping operations. If ATVs are to be operated, commands will establish vehicle standard operating procedures (SOP) complete with training and licensing program, authorized areas of usage, perform daily and periodic, detailed vehicle inspections, and ensure the vehicles are operated and maintained following the manufacturer's guidelines. Activity COs must establish policy if ATVs will be

operated on the installation. Activity COs will limit use of these vehicles to off-road areas; off-road to be interpreted as anywhere commercial or public motor vehicles would not be expected. If the commander allows their use, the policy must include who, where, how, and when the vehicles may be operated.

c. All Vehicles. While in use, all vehicles must meet host nation, Federal, State, and local laws and regulations regardless of their on-station use. Typically, but not exclusively, these are utility carts, agricultural carts, golf carts, Fleet golf carts, gators, speed-modified golf carts, and self-balancing or similar standing human transportation devices. These are vehicles that do not meet the definition of an LSV and are not in full compliance with Federal Motor Vehicle Safety Standards and host nation laws for highway use vehicles. Mandatory safety equipment and training are required. The operator must successfully complete the Specialty Vehicle Institute of America Rider course or an Office of the Chief of Naval Operations Special Assistant for Safety Matters (OPNAV N09F) and Command, Navy Safety Center approved ATV Rider course. In addition, fuel tracking, annual safety inspections, and maintenance must be performed by authorized technicians. If the conditions above are not met, commanders must cease leasing or purchasing these vehicles and immediately remove them from their inventory. If the requirements supported by these vehicles are valid, action should be pursued to acquire LSVs.

11. Navy Medicine Special Purpose Vehicles

a. Vehicles with unique configurations purchased by NAVMED commands in support of specific functions are also subject to licensing, training, operation, maintenance, and official use policy contained in BUMED, Naval Facilities Engineering Systems Command, OPNAV, and DOW instructions. Special purpose vehicles, as defined by reference (b), are vehicles used or designed for a specialized function. Examples of specialized vehicles include, but are not limited to, Mobile Occupational Hearing Conservation Audiometric Trucks (MOHCATs). BUMED's special purpose vehicles are not classified as NTV&E.

b. Special Purpose Vehicle acquisition and procurement must be initiated by the CO submitting an official letter outlining mission critical requirements that can be cost-effectively supported by means of acquiring and procuring a unique NAVMED vehicle. The letter must include a business case analysis indicating that the vehicle supports an enduring mission and that staffing and funding resources are available for sustainment. The letter must be approved by Director, Maritime Headquarters (BUMED-N03) or delegate via the applicable echelon 3 command prior to initiating a procurement action.

c. COs must:

(1) Create SOPs specific to each type of special purpose vehicle managed by the command. The SOP must address procedures and requirements associated with vehicle pre-start and safety inspection, operator training and licensing, vehicle operation, and maintenance

scheduling and management. The SOP must be briefed to all personnel who operate or manage the vehicle annually, at a minimum. COs must maintain records of the dates and names of personnel who receive the briefing and training.

(2) Enter, track, and report BUMED–owned specialty vehicles in Defense Medical Logistics Standard Support (DMLSS) as the Accountable Property System of Record, per reference (1).

(3) Maintain individual vehicle equipment history records per reference (c) to include:

(a) The certificates of origin (i.e., titles) for both the vehicle chassis and the specialty unit or trailer.

(b) Copies of inspections and maintenance actions to include repair costs.

(c) Accident reports.

(d) Manufacturer recalls.

(e) Vehicle modification requests or completed modification actions.

(f) Fuel usage, utilization history, and equipment down time.

Please Note: Maintaining individual vehicle equipment history records serves to accurately identify operating costs and actual utilization and determine the overall material condition of the vehicle.

(4) If the vehicle is transferred to another unit, forward individual equipment history records with the vehicles.

(5) If the vehicle is retired, retain a copy of the DD 1348-1A sending the unit to DLA Disposition Services in the record along with documentation for shipping old license plates to Federal Prison Industries (trade name U.S. Corrections) for destruction. Due to the high cost of these specialty vehicles, utilization should be monitored and equipment transfer considered if continued low utilization is expected.

d. Fuel and Maintenance card accounts established with CCPMD.

(1) Require oversight from Naval Facilities Engineering Systems Command or Naval Supply Systems Command.

(2) Require an APC. An APC will be physically responsible for the cards. They hand the cards out, keep the purchase log, collect receipts, etc. CCPMD recommends having an alternate APC for backup when the primary APC is out.

(3) Require AO. The AO will be responsible for payments. Certifying the fuel charges are being processed correctly and paying all non-fuel charges. The APC and the AO can NOT be the same person.

12. Emergency Response Vehicles and Ambulances. All military and DON civilian personnel, prior to operating any government-owned or leased emergency vehicle equipped with emergency lighting or sirens, must complete the OPNAV N09F Commander, Navy Safety Center 40-hour basic Emergency Vehicle Operator course. References (f) and (h) provide additional guidance.

NAVAL FACILITIES ENGINEERING SYSTEMS COMMAND RESPONSIBILITIES
FOR NON-TACTICAL VEHICLES AND EQUIPMENT

1. Administration and Management Responsibility. The Naval Facilities Engineering Systems Command is assigned responsibility for administration and acquisition of non-tactical vehicles and equipment (NTV&E) for Navy shore-based commands. The Naval Facilities Engineering Systems Command is responsible for entering, tracking, and reporting of non BUMED-owned NTV&E in Maximo (an enterprise asset management software package) or DMLSS as the Accountable Property System of Record. Naval Facilities Engineering Systems Command also has responsibility for programs related to vehicle maintenance, alteration, repair; motor vehicle operator, and equipment operator testing and licensing; and for the operating standards and procedures pertaining thereto. Information contained in this document is tailored to address the BUMED transportation requirements.
2. Program Management. The NTV&E program management, to include inventory management, inventory objective requests approval, acquisition and disposition support, etc., are provided to Navy shore-based installations on a non-reimbursable basis. Services identified in BUMED's annually submitted Statement of Work (SOW) to Naval Facilities Engineering Systems Command, Product Line Management office exceed the level of services provided with mission funding. Execution of SOWs is funded by BUMED on a reimbursable basis.
3. Technical Assistance. Public Works Department (PWD) provides technical assistance to NAVMED locations for all regions. The technical assistance provided by Naval Facilities Engineering Systems Command PWD includes procurement, leasing, vehicle licensing and plates, operator licensing and training, and financial audits. The Naval Facilities Engineering Systems Command Atlantic PWD is responsible for all matters pertaining to the management of transportation equipment at the activity level including inventory objectives, assignment, replacement, disposal, maintenance, and use. Naval Facilities Engineering Systems Command Atlantic, PWD Line will review and validate inventory objectives. In addition, during transportation assessments, Naval Facilities Engineering Systems Command Atlantic will capture inventory totals for materials handling equipment (MHE) and weight handling equipment and advise BUMED if these items exist in the NAVMED inventory.
4. Inventory Objectives. A DON vehicle allocation methodology uses the inventory objectives process to validate all NTV&E requirements. The product line management offices must continuously collect and analyze inventory objective data and validate justifications to ensure that vehicle requirements are valid and accurate at any point in time. Inventory objectives serve as the criterion used to calculate budget exhibit funding levels in support of vehicle requirements.
5. Equipment Inventory Control. Approved NTV&E inventory objectives are filled by General Services Administration (GSA) equipment, Navy procurement, or by reassignment of usable

excess equipment. NTV&E must not be acquired by NAVMED locations from any source without prior approval from Naval Facilities Engineering Systems Command Atlantic. NAVMED locations cannot possess NTV&E inventory without an approved inventory objective.

6. Equipment Code (EC). An EC is a four-digit code representing a vehicle grouping relative to the vehicle's design and configuration. For example, sedans are grouped by EC 0104, ambulances are grouped by ECs 0332 (field ambulance), 0333 (van conversion ambulance), and 0334/0335 (modular body ambulance). NTV&E relates to 653 ECs. A complete list can be found in appendix F of reference (c). Naval Facilities Engineering Systems Command Atlantic will assign an EC based on the validation criteria from the approved inventory objective request.

7. Host and Tenant Support. Transportation equipment support for tenant activities must be supplied by the host activity PWD on a reimbursable basis by means of inter-Service support agreement where applicable. For Naval Medical Readiness Logistics Command and medical research labs located outside of the continental United States and that are not tenant to a U.S. Government host activity, or the activity cannot support, the command is responsible for the operation, repair and maintenance of NTV&E. Host and tenant relationships for maintenance services are identified in subparagraph 7a through 7c.

a. The host PWD activity must be responsible for all repairs. The cost of these repairs must be included in the rental rate. The host activity must furnish all labor and materials to include motor oils, antifreeze, and other consumable materials.

b. The host PWD must furnish a substitute vehicle following local station policy to the tenants from pool assets during the time that maintenance or repairs are performed on assigned vehicles.

c. The tenant must be responsible for loss or damage to assigned vehicles by misuse or accidents.

8. Transportation Assessment Site Visits. Transportation assessment site visits are requested and funded by BUMED and performed collaboratively between BUMED and Naval Facilities Engineering Systems Command Atlantic. Visits are scheduled on a 36-month cycle or as required basis.

9. Fleet Fuel and Maintenance Card. Fuel card accounts are established with CCPMD.

a. Naval Supply Systems Command will provide oversight of Fleet fuel and maintenance cards. Naval Facilities Engineering Systems Command may provide assistance if directed.

b. Agency program coordinator (APC). The APC is the individual who will be physically responsible for the cards. They hand the cards out, keep the purchase log, collect receipts, etc. The CCPMD recommends having an alternate APC for backup when the primary APC is out.

c. Approving Official (AO). The AO will be responsible for payments, certifying the fuel charges are being processed correctly, and paying all non-fuel charges. The APC and the AO can NOT be the same person.

d. Maintenance and repairs must be performed as identified in reference (c).

10. Reporting Requirements. Naval Facilities Engineering Systems Command Atlantic will assist BUMED commands in submitting the annual Federal Automated Statistical Tool reporting requirement; registering BUMED-owned vehicles and equipment in the Federal Motor Vehicle Registration System; and financial auditing. Assistance will also be provided for other reporting requirements as they arise.

11. Definitions. The definitions describe principal terminology relative to transportation management.

a. NTV&E. The NTV&E is a procurement budget term referring to equipment for which Naval Facilities Engineering Systems Command has the responsibility for determining requirements, procurement, and assignment. NTV&E is further defined in reference (c), and as it relates to NAVMED locations, is composed of passenger carrying vehicles (PCV), certain trailers, general purpose trucks, construction and maintenance equipment, and low speed vehicles (LSV).

b. Transportation. Transportation is a product line of the Naval Facilities Engineering Systems Command Public Works Business Line responsible for the administration and management of NTV&E. Naval Facilities Engineering Systems Command transportation hierarchy structure is shown in subparagraphs 11b(1) through 11b(4).

(1) Naval Facilities Engineering Systems Command Headquarters – Product Line Leader.

(2) Naval Facilities Engineering Systems Command Atlantic or Naval Facilities Engineering Systems Command Pacific – Product Line Management Offices.

(3) Naval Facilities Engineering Systems Command Facility Engineering Systems Command – Product Line Coordinator.

(4) Naval Facilities Engineering Systems Command PWD – Transportation Branch Head.

c. PCVs. The PCVs are defined as sedans, station wagons, buses, ambulances, passenger vans, and sport utility vehicles. The PCVs are procured through Naval Facilities Engineering Systems Command with Other Procurement, Navy Budget Activity 5 funds for both appropriated and general fund and Navy working capital fund activities. The PCVs are also leased from the GSA using general funds.

d. LSVs. The LSVs are four-wheeled motor vehicles, whose attainable speed is more than 32 kilometer per hour (KM/H) (20 miles per hour (MPH)) and not more than 40 KM/H (25 MPH). The LSVs operating on roadways will be treated as motor vehicles and marked with the slow-moving vehicle emblem per reference (c). All LSVs must meet Department of Transportation Federal Motor Vehicle Safety Standards Standard No. 500 safety requirements such as windshields, exterior mirrors mounted on driver and passenger sides of the vehicle, head lamps, tail lamps, brake lamps, emergency flashers and turn signals, reflectors, parking brake, safety belts, vehicle identification numbers, and horn or warning device. LSVs also must meet host nation, Federal, State, and local safety requirements. Golf carts and all-terrain vehicles (ATV) designed for off-road use are not NTV&E and must not be used on roadways that are used for commercial and public motor vehicle traffic.

e. Special Purpose Vehicles. Special purpose vehicles, as defined by reference (b), are vehicles used or designed for a specialized function. Examples of specialized vehicles include but are not limited to Mobile Occupational Hearing Conservation Audiometric Trucks (MOHCAT). BUMED's special purpose vehicles are not classified as NTV&E. Additional clarifications regarding special purpose vehicles can be provided by the product line management offices.

f. MHE. MHE includes all self-propelled equipment approved for use in storage and handling operations in and around warehouses, shipyards, industrial plants, airfields, magazines, depots, stocks, terminals, aboard U.S. Navy ships, and at expeditionary bases, camps and job sites. It includes, but is not limited to warehouse tractors, forklift trucks, platform trucks, pallet trucks, straddle carrying trucks, container cargo loader (Kloader), afloat and ashore warehouse self-propelled, wheeled industrial cranes (up to 30,000 pounds capacity), shipboard aerial work platforms, shipboard scissor platforms, and nonpowered shipboard pallet trucks. MHEs are procured through Naval Supply Systems Command with Other Procurement, Navy Budget Activity 6 funds.