



## DECA MANUAL 45-02.01

### MANAGEMENT AND USE OF MOTOR VEHICLES

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<b>Approved by:</b>	Eric Swayzee Director Logistics

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**Purpose:** This manual provides administrative, technical instructions, and procedures for all personnel concerned with the administration, operation and maintenance of automotive vehicles in accordance with (IAW) Department of Defense Directive (DoDD) 5105.55, "Defense Commissary Agency (DeCA)."

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

**1.1 APPLICABILITY.** These procedures apply to responsibilities of DeCA activities for the allowances, requirements, procurement, assignment, registration, technical record control, inventory reporting, disposition, operation, and maintenance of automotive vehicles.

**1.2. POLICY.** By guidance from the Office of the Secretary of Defense (OSD), DeCA has Fleet Management responsibility for administration, operation, and acquisition of motor vehicles to support commissary operations. DeCA also has the responsibility for programs regarding maintenance, repair, upkeep of assigned vehicles, and the operating standards and procedures.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. HEADQUARTERS (HQ), DeCA LOGISTICS DIRECTORATE WILL:**

- (a) Establish and promulgate policy for fleet management of motor vehicles to support commissary operations.
- (b) Administer procurement/lease approval IAW DoD policy.
- (c) Administer public vehicle laws relating to:
  - (1) Commercial type operation.
  - (2) Official use of Government-owned and operated vehicles.
  - (3) The sale, replacement, and retirement of assigned vehicles IAW DoD 4160.21M.
- (d) Maintain a consolidated and complete motor vehicle management and control database consisting of pertinent vehicle inventory, maintenance data, and tag assignments for all DeCA activities.
- (e) Assign vehicle registration numbers.

### **2.2. LOGISTICS DIRECTORATE WILL:**

- (a) Implement the policies and procedures outlined in this manual.
- (b) Establish and provide implementing procedures that will result in an efficient and effective means of accumulating and reporting data required for the management and control of assigned motor vehicles.
- (c) Maintain documentary control records, and inventories for all assigned vehicles.
- (d) Develop and forward for DeCA HQ Infrastructure Support Group (LE)/Resource Management (RM) review, vehicle replacement requirements; including priority, quantity, type of equipment, estimated acquisition/lease cost comparison, and justification for the need of the equipment.
- (e) On a quarterly basis, forward area office documentary control records to a consolidated database to update and report to General Services Administration (GSA):

DeCA HQ  
ATTN: Logistics Directorate (LEL)  
1300 E Avenue  
Fort Lee VA 23801-1800

**2.3. PROCEDURES.** DeCA HQ will provide technical assistance to facilitate execution of the policies and procedures set forth in this directive.

**2.4. MANAGEMENT CONTROL SYSTEM.** This manual contains internal management control provisions that are subject to evaluation and testing as required by DeCA Directive (DeCAD) 70-2.

## **SECTION 3: MOTOR VEHICLE REQUIREMENT, AUTHORIZATION, ACQUISITION AND ACCOUNTABILITY**

**3.1. MOTOR VEHICLE MANAGEMENT AND CONTROL.** Guidance for management and control of DeCA motor vehicles will be as prescribed throughout this manual.

**3.2. REPORT OF MOTOR VEHICLES.** Establishment of utilization record for dispatching of vehicles will have either a paper or automated tracking system.

**3.3. MOTOR VEHICLE REPORTING REQUIREMENTS.** All reports will be sent to DeCA HQ Distribution/Transportation Division (LELD). The report will be used by DeCA HQ in determining and justifying motor vehicle needs to OSD.

a. Per DoD 4500.36-M, vehicle use will be conducted yearly, determination of use will consist of operational environment, workload, and fuel consumption, use of alternative transportation, mileage, and maintenance costs.

b. Per DoD 4500.36-M, folders will be maintained on vehicles, which will consist of maintenance documents, recalls notices, load test, trip tickets, Standard Form (SF) 91, Motor Vehicle Accident Report.

c. Mileage, scheduled, unscheduled maintenance, and fuel for DeCA-owned vehicles will be reported on a spreadsheet located on SharePoint. Mileage and preventative maintenance of GSA-leased vehicles will be recorded on GSA documents by the designated vehicle custodian at each location as required by the DeCA vehicle directive.

d. All locations that have vehicles, keys, and GSA Wright Express Card (WEX) credit cards must ensure they are stored in a locked cabinet or container in a secure area when not in use.

**3.4. VEHICLE ALLOWANCE CONTROLS.** Allowances for all vehicle requirements are based on the quantity and types reported in the first initial motor vehicle report. DeCA HQ LELD will review and make necessary adjustments to the allowances based on use and continued need for the items.

**3.5. BUDGETING FOR VEHICLE REQUIREMENTS.** Instructions for preparation and submission of budgets for vehicles are contained in DeCAD 70-18.

**3.6 FLEET MANAGER.** DeCA HQ LELD will act as the centralized single manager for all DeCA automotive vehicles and will forward reports, as necessary, to OSD and GSA.

a. **Prior Approval for Acquisition:** Motor vehicles will not be procured, or otherwise acquired by any method, by DeCA activities, without prior approval of DeCA HQ Director of Logistics. The purchase of passenger-carrying motor vehicles (sedans, station wagons, and vans) for use by the Government is controlled by law. Annually, Congress (through appropriation acts) specifically authorizes the quantity of passenger-carrying vehicles to be purchased, and establishes a unit cost for sedans and station wagons.

b. **Foreign Purchases.** Statutory and/or regulatory provisions generally prohibit purchase of foreign manufactured motor vehicles except in overseas locations. Consult with DeCA HQ LELD for any such requirements.

c. **Prior Coordination for Transfer.** Motor vehicles will not be transferred between DeCA activities without coordination of DeCA HQ LELD/Property Accountability Division (LELP).

d. Vehicle support will be requested through the fleet manager using DeCAF 40-319, "Requisition for Vehicle Support."

**3.7. INITIAL ISSUE AND REPLACEMENT REQUESTS.** Procedures for requesting approval of initial issue and replacement requirements and procurement of motor vehicles shall be IAW Section 3. Although this section provides for the reporting of motor vehicles, emergency requirements may be submitted to DeCA HQ at any time.

a. Motor vehicle replacement must be within activity allowances and must qualify for replacement IAW with the life expectancies listed in Figure 2-1, Table of Life Expectancies. This does not mean that vehicles will be replaced automatically as soon as they are eligible for replacement. Vehicles should be replaced only when it is clear they are no longer economical and reliable to retain in use. Vehicles replaced shall be immediately disposed of upon receipt of the replacement vehicle.

b. The estimated life expectancy of motor vehicles is normally based on age and mileage. However, special emphasis must be placed on an evaluation of repair cost and availability of repair parts to prolong the vehicle's life expectancy and continually realize economic benefits.

**3.8. PROCUREMENT OF FUEL EFFICIENT LIGHT VEHICLES.** Recent laws and regulations require compliance in the fuel efficient acquisition (purchase, hire, lease, or rental) of light passenger automobiles (sedans and station wagons) and compact or subcompact type except as authorized by specific DoD policy.

**3.9 FUEL STANDARDS FOR VEHICLES.** A summary of the average fuel economy standards, by Fiscal Year (FY), for a DoD motor fleet will consist of the following:

a. A minimum level of the least miles per gallon rating, which any vehicle acquired that year can have to be eligible.



b. The average level of the fleet average miles per gallon rating which must be achieved annually by DeCA.

**3.10. LEASE OF AUTOMOTIVE VEHICLES.** The authority, procedures, and limitations on the requisitioning of motor vehicles by DeCA activities are contained in DoD 4500.36-M.

a. The full-time lease (exceeding 30 days), rental, or lease of motor vehicles is limited to filling the activity vehicle allowances which have been approved by DeCA HQ LELD.

b. Directors are responsible for determining requirements with justification and providing budgetary support data for the lease of motor vehicles for both full-time and intermittent purposes.

c. When requesting vehicle support, DeCA activities must furnish the following information and justification for each vehicle requirement for lease, to DeCA HQ for review. DeCA HQ will forward valid DeCA requirements to GSA with a copy to the requesting activity. Upon notification from GSA that the vehicle support is available, DeCA HQ will furnish approval to the requesting activity.

(1) Name and location of the activity requiring vehicle support.

(2) Number of vehicles required, by type.

(3) Special requirements (e.g., unmarked, heavy duty suspension, etc.).

(4) Intended use.

(5) Length of planned use and projected annual mileage.

(6) Name and telephone number of area office contact authorized to approve substitutions if precise vehicles desired are unavailable.

d. Criteria. GSA interagency motor pools and systems and commercial transportation facilities should be used to the maximum extent when efficient and economical service can be made available without detriment to the DeCA mission. The lease of motor vehicles must meet the following conditions:

(1) When it will result in cost benefits to the Government.

(2) When unforeseen requirements develop which must be satisfied before vehicles can be obtained through annually approved procurement programs.

(3) Where local laws or status of forces agreements preclude the use of Government-owned vehicles.

(4) Vehicles also may be leased under the following conditions:

(a) Thirty-day Lease. Any leases 30 days or fewer must be approved by DeCA HQ LELD.

(b) Leases Exceeding 30 Days. New or renewed leases for more than 30 calendar days for commercial type vehicles, for which the total annual cost exceeds \$2,000, shall be subject to obtaining prior approval from DeCA HQ LELD. For trucks exceeding 3 ton, area of consideration may include lease or purchase on a "lease-to-own" basis. A detailed cost/benefit analysis must be submitted to DeCA HQ that provides justification for purchase of the trucks and determines that savings can be achieved using lease-to-own or purchase, of either a U.S. or foreign made truck. Availability of repair parts and repair capability will be the determining factor in whether a foreign item is purchased.

(5) Sedans and Station Wagons. The annual lease of compact/subcompact sedans and station wagons from GSA or commercial sources must be justified on the basis of economics and authorized by DeCA HQ LELD. Appropriate cost comparisons must be made to determine the most economical vehicle use. Factors used in the comparison should include current GSA or commercial rental rates, gasoline, operations, and maintenance costs being experienced in each geographical area where hire is being considered.

(6) Tractor Trailers. On a case-by-case basis full-time hire of tractor or trailer may be considered when the projected cost per mile will be less than the cost of providing a similar service with DeCA-owned vehicles or where mission cannot be feasibly accomplished by other methods. Determination of the economics and feasibility of hiring these types of vehicles is to be made by the requiring regions. Hire of these vehicles requires approval from DeCA HQ LELD.

(7) Limitations. Motor vehicle hires are governed by certain legislative constraints and economic considerations including the Balance of Payments Program. Restrictions are described in the Defense Acquisition Regulation (DAR).

NOTE: Sedan and Station Wagons. The lease of sedans and station wagons is limited to compact/subcompact types. Action shall be taken to phase out standard light or larger size sedans and station wagons at the earliest practical date. Hire bid solicitation and specifications for vehicle hire will conform to the design, weight, equipment, and accessory specifications that are employed for the purchase of DeCA compact/subcompact sedans and station wagons.

(8) Lease or Rental Allowances. The number of full-time motor vehicle leases or rentals shall not exceed the rental ceiling approved by DeCA HQ. Requests for lease or rental shall be submitted in the same manner as for DeCA-owned vehicles. Increases in vehicle rentals must be accompanied by a statement of the requiring activity that funding is available to cover the increased cost. Any decreases requested in existing passenger motor vehicle allowance will not be automatically exchanged for DeCA-owned passenger vehicle allowances, which are controlled separately by specific language in the annual DoD Appropriations Act.

(9) Economic Justification. Area directors shall be responsible for the economic justification for annual full-time lease requests. Such review shall be completed early enough each year to ensure continuity of lease arrangements for the forthcoming year prior to forwarding to DeCA HQ LELD.

(10) Insurance and Maintenance for Leased Vehicles.

e. Specifications for leased vehicles will provide for self-insurance or as otherwise prescribed by applicable statute or regulation.

f. Specification requirements will stipulate that maintenance will be performed by either government or owner of the vehicles. If government maintained, then a determination shall be made that it is more economical and should specify what maintenance will be performed.

g. Model Year of Leased Vehicles. As a rule, invitations for bids shall not be limited to current year production models. However, when overall economy is not affected such solicitations may be limited to current models.

Figure 1. DeCA Motor Vehicle Report

REPORT COLUMN	INSTRUCTIONS	DESCRIPTION	NO.
1.	DeCA Item No.	Enter DeCA equipment identification number for type of vehicle.	
2.	Tag No.	Enter assigned license tag number, include Alpha prefix of issuing agency.	
3.	Vehicle Description	Enter brief description of vehicle, include brand name.	
4.	Location Assigned	Enter name of area, zone, CDC, remote distribution center (RDC), or commissary where assigned.	
5.	Power Type	Use alpha code to identify source of equipment power. Gasoline - G, Diesel - D, Liquefied Petroleum Gas - P.	
6.	Minimum Year Eligible for Replacement	Enter target year of replacement by adding number of life expectancy years to year of manufacture (see Figure 2-1).	
7.	Condition Code	Enter the code describing the condition of the vehicle as defined in DLM 4000.25-2, 1 AP2.17 Appendix 2.17, MILSTRAP.	
8.	Acquisition Cost	For DeCA-owned items, enter purchase price, plus any modifications or accessories added, to the nearest \$100. For leased items, enter "L" and current lease cost, to nearest \$100. For example, owned item costing \$125,600: 1256. Leased item costing \$1,200 annually: L 12.	
9.	Past Year Maintenance Cost (leased items are exempt)	Enter cost, to the nearest \$100, of repair and maintenance performed on the unit during the reporting period. Do not include cost of operation or of modification/accessories added to items. Operator-performed maintenance shall not be included. If zero, enter "0"; do not leave blank.	
10.	Cumulative Maintenance Cost (leased items are exempt)	Enter cost, to the nearest \$100, of repair and maintenance performed on the item since purchase. This includes past year maintenance cost (above). Do not include cost of operation or of modification/accessories added to items. If zero, enter "0"; do not leave blank.	
11.	Overhaul Estimate (for replacement items only)	Enter the estimated cost to the nearest \$100, to overhaul the item to condition code "E".	
12.	Hours Preventive Maintenance (PM)	Enter the number of hours the unit was out of service for PM during the reporting period.	
13.	Hours Unscheduled Maintenance (UM)	Enter the number of hours the unit was out of service for repairs (not PM) during reporting period.	
14.	Current Miles, Prior Miles, Operating Miles	Enter current miles, prior quarter miles, and subtract to obtain operating miles for the reporting period.	
15.	Operating Cost	Enter units of fuel (gallons for gas/diesel), (lbs. for liquefied petroleum) and total cost for reporting period. Also enter quantity and cost of motor oil and other lubricants.	

## SECTION 4: MOTOR VEHICLE USE

### 4.1. MOTOR VEHICLE USE ANALYSIS PROGRAM

In order to be of practical value, any method of measuring the use of DeCA vehicles must make allowance for highly variable conditions that effect use to a substantial degree. The principal variables are the mission of the activity, its geographic location, climatic conditions, the characteristics of roadways and terrain, and the availability of supporting facilities. In addition, there are peak daily and seasonal vehicle requirements as well as unpredictable changes in workload.

**4.2. USE RECORD:** A copy of the motor equipment use record can be found on SharePoint for your use.

**4.3. VEHICLES SUBJECT TO THE PROGRAM.** All DeCA-owned or leased vehicles are subject to the use program. A summary of vehicle grouping for use reporting is at Figure 1.

**4.4 FORMULA FOR USE REPORTING.** The standard use percentage (target attainment) for all DeCA vehicles (reported individually or grouped by code) reporting use performance is 100. Ideally, the actual operating miles should be the same as, or more than, the use target. When computing the area target attainment percentage, “past year operating miles” is the mileage generated by the area or CDC assigned the vehicle. The “use target” is the miles per unit multiplied by the average inventory for the reporting period.

**4.5. USE BY CATEGORY.** For the purpose of developing and reporting vehicle use, the vehicles shown in Figure 2 have been classified into categories by DeCA item number.

**4.6. USE TANDARDS.** Use will be based on mileage standards for all motor vehicles. The following procedures will be used to establish DeCA code mileage.

a. Mileage Targets. Mileage targets will be based on DoD mileage standards in Figure 2.

b. Use Factor. For reporting purposes, the use factor will be expressed as a percentage figure and developed as follows (standard use factor for each item is 100 percent):

$$\text{Use} = \frac{\text{Mileage for reporting period}}{\text{Region established target/standard}}$$

Example -- A pickup truck travels 10,000 miles during the reporting period, and the mileage standard is 9,000 miles.

$$\text{Activity use factor} = \frac{10,000}{9,000} = 111 \text{ percent}$$

**4.7. EVALUATING USE.** Each area will evaluate the use by DeCA assigned vehicle identification code. This evaluation will be made quarterly and reported to DeCA HQ LEL, for transmission to GSA. When it is found that usage performance has decreased by 10 percent of the established target, a review should be made into the cause of the change. Results of this review, with recommendations for correction if there is a problem, should be furnished to DeCA HQ LEL.

**4.8 UNUSUAL CONDITIONS.** Unusual operating conditions experienced at an area or CDC, over a given period of time, may cause use for certain vehicles to fall below the standards. Rather than readjusting the targets, areas shall examine every aspect of the condition affecting their operations and take whatever measures are possible to alleviate the conditions. Such measures shall provide the minimum quantities of vehicles needed to maintain essential services. Maximum pooling of vehicle assets is to be effected to the fullest extent practicable.

**4.9 LOST, DAMAGED, OR DESTROYED VEHICLES.** The using area will report all lost, damaged, or destroyed motor vehicles to the accountable property officer and the Agency Fleet Manager, and prepare required relief documents IAW DeCAD 40-15 and DeCAD 30-18, Chapter 10. In the event of an accident or /injury see DeCAM 30-17.1

**Figure 2 - TABLE OF LIFE EXPECTANCIES**

The life expectancies include years and annual miles of usage by vehicle type.

Vehicle Category	Fuel Type	Years/Miles
Passenger Vehicles	Gasoline or AFV	3 and 36,000 4 and 24,000 5 and any miles any year and 75,000
	Hybrid	5 and any miles
	LSEV	6 and any miles
Light Trucks 4X2	Non-Diesel	7 or 65,000
	Diesel	8 or 150,000
	Hybrid	7 and any miles
Light Trucks 4X4	Non-Diesel	7 or 60,000
	Diesel	8 or 150,000
	Hybrid	7 and any miles
Medium Trucks 4X2/4X4	Non-Diesel	10 or 100,000
	Diesel	10 or 150,000
Heavy Trucks 4X2/4X4/6X4/6X6	Non-Diesel	12 or 100,000
	Diesel	12 or 250,000

## **SECTION 5: GENERAL MOTOR VEHICLE OPERATION**

### **5.1. DETERMINING THE METHOD OF TRANSPORTATION FOR PERSONNEL.**

When it has been determined that motor vehicle transportation is essential to the performance of official business, the following methods shall be considered in the order shown, and to the extent they are available and capable of meeting mission requirements:

a. During normal duty hours:

- (1) DoD-scheduled bus service.
- (2) Scheduled public transportation.
- (3) DeCA motor vehicle.
- (4) Voluntary use of privately-owned vehicle on a reimbursable basis.

b. Before or after normal duty hours:

- (1) DoD-scheduled bus service.
- (2) Schedule public transportation.
- (3) Voluntary use of privately-owned vehicle on a reimbursable basis.
- (4) Taxicab on a reimbursable basis.
- (5) DeCA motor vehicle.

c. Official Use: As prescribed by Section 1349 of Title, United States Code (U.S.C.) and DoD 4500.36-M, the use of all government-owned or government-leased vehicles is restricted to official use only. This prohibition includes:

- (1) Use of a vehicle for private business, personal errands, recreation, or any other unofficial purposes.
- (2) The transportation of unauthorized persons in a government-owned or government-leased vehicle. (The family members of government employees traveling on official business are authorized persons under this regulation.) if approved by the Agency Director.

d. Domicile to Duty (DTD) authorized use does not exist in DeCA at this time.

e. Rental Vehicles: If a GSA/DeCA- owned vehicle is not available for official use, a rental vehicle will be authorized at the discretion of an employee's directorate or supervisor. If a

vehicle is needed at a commissary the request will be submitted through the zone manager to Store Operations for approval and then forwarded to DeCA HQ LELD.

**5.2. POLICY AND PROCEDURES FOR TESTING AND LICENSING MOTOR VEHICLE OPERATORS.** It is the policy of DeCA to ensure that all military personnel and civilian employees operating motor vehicles are qualified and properly licensed. These provisions apply to personnel employed as full-time or incidental vehicle operators. The following will apply:

a. States have a motor vehicle operator's licensing program that includes appropriate examination to ensure knowledge of traffic laws, ability to read road signs, vision, and color recognition; and to ensure by road test a competency to operate a specific class of motor vehicle. It is DeCA's policy to accept, without further testing and examination, a valid operator's license issued by a State or jurisdiction as proof that the applicant has achieved the proficiency level to safely operate government vehicles up to 10,000 pounds gross vehicle weight (GVW).

b. Examination and testing of motor vehicle operators for DeCA activities will be by host installations and limited to personnel required to be licensed to operate motor vehicles over 10,000 pounds GVW and to military personnel not possessing a valid state license. Further, it is DeCA's policy to ensure that military and civilian personnel receive continuing vehicle safety training designed to reduce accidents.

c. Pass a physical examination, where required.

d. Operators of Trucks Over 10,000 Pounds GVW.

(1) Civilians must possess a valid State operator's permit for the type and GVW class for operating the vehicle on and off the installation.

(2) Military must possess a valid State operator's permit for the vehicle type and class if operation is off the military installation.

(3) A civilian employee shall meet the physical fitness requirements cited in Part 39 of Title 5, Code of Federal Regulations (CFR).

(4) DeCA personnel who operate any vehicle will meet the licensing standards/requirements designated by the Status of Forces Agreement for the host nation.

(5) Procedures will be established to identify those requesting to dispatch vehicles by physically checking to see that operators have a valid driver's license as well as their competence and physical capabilities to operate that equipment.

**5.3. ACCOUNTING FOR VEHICLE FUEL RECEIPTS.** Procedures shall be established at each DeCA activity to ensure adequate fuel accountability.



a. Procedures for accounting for fuel receipts may vary among DeCA activities from manual to automated systems. DeCA activities interested in updating their control of fuel receipts may request assistance from DeCA HQ LELD.

b. Each DeCA activity shall keep accurate records of fuel consumed by vehicle registration/identification number for management evaluation.

**5.4. FIRE EXTINGUISHERS ON MOTOR VEHICLES.** It is the policy of DeCA to eliminate the installation of fire extinguishers on motor vehicles operated on Government property or within the confines of municipal or metropolitan areas contiguous thereto, where fire protection is normally provided. Vehicles operated overseas will comply with safety requirements designated by the host nation or the senior United States (U.S.) Military Headquarters in that country.

**5.5. USE OF COMMERCIAL AND U. S. GOVERNMENT NATIONAL CREDIT CARD.** Commercial credit cards have been authorized for use by DeCA areas in obtaining service station motor vehicle fuel and services. The WEX card is the only credit card authorized for use within DoD for obtaining commercial service station fuel and services at facilities listed in the current issue of the Defense Fuel Center Contract Bulletin.

a. These facilities may provide the following:

- (1) Gasoline: regular unleaded, regular leaded, diesel fuel and liquefied petroleum.
- (2) Lubricating services and lubricants (including differential and transmission lubricants).
- (3) Ethylene glycol antifreeze.
- (4) Oil filters elements and servicing.
- (5) Air filters service.
- (6) Battery charging.
- (7) Tire and tube repairs.
- (8) Mounting and dismounting snow tires and chains.
- (9) Emergency replacement of spark plugs, fan and alternator belts, windshield wiper arms and blades, lamps, etc.

b. Application. The WEX is to be used for fuel purchases and minor repairs for Agency-owned vehicles. The Wright Express GSA Fleet Services Card assigned to the specific GSA

leased vehicle as indicated by the license plate number embossed on the GSA Fleet Services Card is to be used for the purchase of fuel and for minor repairs.

**5.6. CONTROL OF SCRIP (TOLL TICKETS AND TOKENS).** Procedures shall be established at each DeCA activity for the requisitioning, control and issue of scrip. Only the minimum amount of scrip should be available for the effective conduct of business. DeCA activities will establish an accounting procedure to account for scrip issued showing as a minimum the number of the scrip certificate, the monetary value, the date of issue, the purpose, and signature of person to whom issued. The procedure used must be sufficient to provide an audit trail for monitoring receipts, issue, and usage.

**5.7. CONTROL OF MOTOR VEHICLE VIOLATIONS.** Procedures shall be established at each DeCA activity to control parking violations and unpaid fines by operators of DeCA-owned and leased vehicles including GSA vehicles. Employees of Federal agencies who operate motor vehicles for official purposes should be aware that they are subject to all traffic laws and regulations by any level of Government or any authorized public entity. Responses to citations and payment of fines are the personal responsibilities of the vehicle operator. Each DeCA activity will assure that employees satisfy fines levied against them within the time limit prescribed by the jurisdiction issuing the citation. These concerns should be brought to the attention of all vehicle operators and managers, especially in those areas with a large concentration of DeCA employees. As a matter of policy, DeCA's presence in any locality should be one of fostering cooperation rather than animosity.

## **SECTION 6: PREVENTIVE MAINTENANCE PROCEDURES FOR MOTOR VEHICLES**

**6.1. PURPOSE OF PREVENTIVE MAINTENANCE.** An important element of the Motor Vehicle Management Program is the periodic performance of scheduled PM inspections, lubrication services, and adjustments. The purpose of PM is to keep equipment in a safe and reliable condition, with maximum equipment availability, and minimum cost of maintenance and capital equipment.

**6.2. OPERATOR PREVENTIVE MAINTENANCE.** Operators are the first line of defense against equipment wear, failure, and damage. Motor vehicles must be inspected by the operator daily before, during, and after operation so defects or malfunctions can be detected before they result in serious damage, failure, or accident. Defects detected during these inspections, or during operation of the vehicle will be reported to the supervisor as soon as operation has ceased. The operator must stop operation immediately when a deficiency develops that renders the vehicle unsafe, or could damage the vehicle.

**6.3. SERVICE STATION SERVICING.** The following services shall be performed by the operator or maintenance personnel, during each refueling:

- a. Check oil level in crankcase and fluid levels in automatic transmission and power steering pump.
- b. Check tires for proper inflation and condition.
- c. Check electrolyte level in battery.
- d. Check coolant level and antifreeze in expansion tank.

**NOTE:** When the preceding functions are performed by other than the operator, it is still the operator's responsibility to supervise the other's performance and to ensure that the required services have been accomplished and the vehicle appears to be in safe operating condition.

**6.4. SCHEDULED PREVENTIVE MAINTENANCE FOR VEHICLES.** DeCA-owned vehicles will be inspected periodically by qualified automotive inspection personnel for safety and reliability as follows:

- a. Safety Inspection. Each motor vehicle will be inspected for safety at intervals not to exceed 12 months and at intervals IAW State regulations, if used off the installation. To avoid unnecessary downtime, the safety inspection will be performed at the time of the scheduled reliability inspection in accordance with the manufacturer's recommendations. The safety

inspection will include all the items set forth in Section 6.5, and the correction of any deficiencies uncovered by the inspection, before returning the vehicle to an operational status.

b. Reliability Inspection. In addition to the safety inspection prescribed, vehicles will be inspected and serviced IAW the manufacturer's prescribed services and service intervals, such as miles or time as set forth in the manufacturer's shop manual and lubrication chart furnished with the vehicle. Corrective adjustments and repair actions, taken as the result of serviceability inspections, will generally be limited to only items prescribed by the manufacturer and only to the extent necessary to restore the vehicle to a degree of serviceability consistent with achieving the highest degree of cost effectiveness.

c. Development of Specifications for Scheduled Inspections and Services. Each DeCA activity will develop an inspection specification and schedule IAW the manufacturer's recommendations. A separate specification and schedule will be developed for each make and model where different.

d. Unscheduled Maintenance Service. Unscheduled maintenance service is the correction of the deficiencies reported by the vehicle operator that occur between scheduled safety or other inspections and services as prescribed by the manufacturer. Unscheduled maintenance services will generally be limited to the correction of only those specific items reported as being deficient by the operator and confirmed by qualified inspection personnel.

e. Fuel cost, labor cost, scheduled maintenance, unscheduled maintenance, mileage, parts cost, direct labor cost, and total indirect cost must be recorded for maintaining the fleet IAW DeCAD 40-21. This information will be recorded on an excel spreadsheet, located on SharePoint.

**6.5. VEHICLE SAFETY INSPECTION CHECKLIST.** The following inspection will be performed every 12 months, or IAW State regulations, or simultaneously with the manufacturer's recommended service interval.

a. Brakes

(1) Test to determine if brakes are functioning properly.

(2) Check brake pedal free travel, as required.

(3) Remove right front wheel, inspect brake drum or rotor; inspect for wear or cracking; inspect linings or pads for excessive wear, and check wheel cylinders for leaks and evidence of deterioration.

(4) Check fluid level and all hydraulic brake lines for leaks.

(5) On air brake systems, inspect air brake accessories and all airlines and air tanks for leaks and deterioration. Check air brake instrument, control air valves, trailer hose, and glad hands.

b. Lights:

- (1) Check all lights, signals, and reflectors
- (2) Check condition of trailer jumper cable.
- (3) Check headlights for proper alignment.

c. Instruments, Controls, and Warning Devices. Check all instruments, gauges, mirrors, switches, controls, and warning devices for proper functioning and damage.

d. Exhaust System. Check muffler, exhaust and tailpipes, and all connections for leaks.

e. Steering System. Check all steering devices and linkage for wear and damage.

f. Seat Belts. Check all safety belts for wear and proper mounting.

g. Fifth Wheel and Trailer. Check trailer king-pin for wear and damage. Check tow bars, tongue sockets, and safety chains.

h. Tires. Check all tires for damage or excessive wear. Remove and replace tires on front wheel of truck or truck tractor, when the tires in use have less than 4/32-inch of tread at any point on a major tread groove. Tires shall be replaced when tread groove pattern measures less than 2/32-inch.

i. Windshield Wipers, Glass, and Defrosters. Check wipers, glass, and defrosters for proper operation, wear, damage, and deterioration.

j. Other Items. Check all other components as required by the State in which the vehicle is operated.

**APPENDIX A - CHECKLIST**

**Management Control**

Review Checklist (5 Pages)

**TASK:** Transportation Services

**SUBTASK:** Motor Vehicles

**THIS CHECKLIST:** Management and Use of Motor Vehicles

**ORGANIZATION:**

**ACTION OFFICER:**

**REVIEWER:**

**DATE COMPLETED:**

**ASSESSABLE UNIT:** The assessable units are DeCA HQ, area offices, CDCs, and commissaries. Each question is annotated to indicate which organization is responsible for responding to the question. Assessable unit managers who are responsible for completing the checklist are shown in the DeCA Management Control Program (MCP).

**EVENT CYCLE 1:** Use of DeCA-owned, leased and hired vehicles.

**Step:** Control use of DeCA vehicles.

**Risk:** Vehicles may not be used, allocated, licensed, or resourced in a proper, efficient and economical manner.

**Control Objective:** To use vehicles IAW DoD 4500.36-M and DeCAD 45-02.

**Control Technique:** Conduct vehicle surveys and inspections IAW DoD 4500.36-M, and DeCAD 45-02.

**Test Questions:**

1. Are the number of vehicles and trailers on-hand within the number authorized on the first reporting criteria? (Area)

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_

**Remarks:** \*

2. Are authorizations on-hand for commercially leased vehicles in excess of 30 days? (Areas)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

3. Are all Class III or Class IV sedans (mid-size and large respectively) on-hand covered by specific DeCA approval? (All)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

4. Is the prohibition from using vehicles for domicile-to-duty transportation enforced? (All)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

5. Are vehicles exempted from DeCA registration complying with local registration requirements of the state or if in a foreign country, the Status of Forces agreement of the host nation? (Areas)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

6. Are vehicles not licensed with DeCA plates exempted from such licensing by DeCA/SO? (EU Area Only and District)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

7. Are DeCA license plates accounted for on property book and hand receipt? (HQ)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

8. Does the dispatcher check for a valid driver's license prior to dispatching a vehicle? (All)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

9. Are motor vehicle use analysis conducted IAW DeCAD 45-02, Section 3.2? (HQ)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

**EVENT CYCLE 2:** Maintenance of DeCA Vehicles.

**Step:** Maintain DeCA Vehicles in a timely, cost effective, and efficient manner.

**Risk:** Vehicles may not be maintained in a safe, timely, and efficient manner.

**Control Objective:** Vehicles are maintained in a safe, timely and efficient manner IAW DeCAD 45-02, Section 6-4.

**Control Technique:** Conduct surveys and inspections for scheduled maintenance as prescribed by DeCAD 45-02.

**Test Questions:**

1. Is there evidence that vehicles have met State and local inspection requirements, including emission standards? (All)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

2. Are vehicles prohibited from being used as maintenance floats? (All)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

3. Have the majority of the vehicles met their annual tune-up/serviceability service? (All)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

4. Are there procedures in effect to ensure that operational maintenance is being performed? (All)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*



**EVENT CYCLE 3:** Cost Accounting Management Reporting of Vehicles.

**Step:** Maintain and accurately report quarterly vehicle operation and maintenance cost data.

**Risk:** DeCA will fail to capture all costs associated with operating and maintaining vehicles.

**Control Objective:** Ensure all costs are accurately reported to DeCA/SO each quarter.

**Control Technique:** Conduct surveys/inspections for review of reported operational costs.

**Test Questions:**

1. Are Areas, CDCs and commissaries complying with DeCA 45-01 and reporting costs associated with vehicle and trailer operations? (All)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

2. Is cost reported on vehicles leased from commercial sources and GSA's Interagency Fleet Management System? (Areas, Commissaries)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

3. Are trips consolidated as much as possible? (All)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

4. Is a register maintained for the GSA Wright Express (WEX) credit cards? (All)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

5. Are control measures used to prevent drivers from buying fuel close to Government installations? (Area)

**Response:** YES\_\_\_\_\_ NO\_\_\_\_\_ NA\_\_\_\_\_

**Remarks:** \*

6. Are control measures in place to prevent using credit cards for unauthorized services?  
(Areas)

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_

**Remarks:** \*

7. Do drivers use self-service pumps? (All)

**Response:** YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_

**Remarks:** \*

\*Explain rationale for YES responses or provide cross-references where rationale can be found. For NO responses, cross-reference to where corrective action plans can be found. If response is NA, explain rationale.

I attest that the above-listed management controls provide reasonable assurance that DeCA resources are adequately safeguarded. I am satisfied that if the above controls are fully operational, the management controls for this subtask throughout DeCA are adequate.

Director, Operations  
FUNCTIONAL PROPONENT

I have reviewed this subtask within my organization and have supplemented the prescribed management control review checklist when warranted by unique environmental circumstances. The controls prescribed in this checklist, are in place and operational for my organization (except for the weaknesses described in the attached plan which includes schedules for correcting the weaknesses).

\_\_\_\_\_  
ASSESSABLE UNIT MANAGER

(Signature)

## GLOSSARY

### G.1. - ACRONYMS

<b>CDC</b>	Central Distribution Center
<b>CFR</b>	Code of Federal Regulations
<b>DAR</b>	Defense Acquisition Regulations
<b>DeCA</b>	Defense Commissary Agency
<b>DeCAD</b>	Defense Commissary Agency Directive
<b>DeCAM</b>	Defense Commissary Agency Manual
<b>DIRep</b>	DeCA Interest Report
<b>DoD</b>	Department of Defense
<b>DoDI</b>	Department of Defense Instruction
<b>DTD</b>	Domicile to Duty
<b>FY</b>	Fiscal Year
<b>GVW</b>	Gross Vehicle Weight
<b>GSA</b>	General Service Administration
<b>HQ</b>	Headquarters
<b>IAW</b>	in accordance with
<b>IRM</b>	Information Resorce Management
<b>LE</b>	Infrastructure Support Group
<b>LEL</b>	Logistics Directorate
<b>LELD</b>	Distribution/Transportation Division
<b>LELP</b>	Property Accountability Division
<b>NTV</b>	Non-Tactical Vehicles
<b>OSD</b>	Office of the Secretary of Defense
<b>PM</b>	Preventative Maintenance
<b>RDC</b>	Remote Distribution Center
<b>RM</b>	Resource Management
<b>RMA</b>	Rubber Manufactures Association
<b>SECDEF</b>	Secretary of Defense
<b>SF</b>	Standard Form
<b>UM</b>	Unscheduled Maintenance

<b>U.S.C.</b>	United States Code
<b>U.S.</b>	United States
<b>WEX</b>	Wright Express Card

## **REFERENCES**

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DeCA Directive 30-18, DeCA Security Programs, Chapter 10, March 5, 2006  
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DoD Manual 4500.36, Acquisition, Management, and Use of DoD Non-Tactical Vehicles,  
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States  
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