



## Director of Administration and Management

# ADMINISTRATIVE INSTRUCTION

NUMBER 109

March 31, 2011

Incorporating Change 2, February 22, 2022

---

---

FSD, WHS

SUBJECT: Use of Motor Transportation and Scheduled DoD Shuttle Service in the Pentagon Area

References: See Enclosure 1

1. PURPOSE. This Administrative Instruction (AI):

a. Reissues DoD Instruction 4515.7 (Reference (a)) in accordance with the authority in DoD Directive 5105.53 (Reference (b)) and the January 11, 2021 Deputy Secretary of Defense Memorandum (Reference (c)) and the guidance in DoD Instruction 5025.01 (Reference (d)) to supplement DoD Manual 4500.36 (Reference (e)).

b. Establishes OSD policy, assigns responsibilities, and prescribes procedures for the operation and use of DoD-owned or -controlled passenger-carrying vehicles in the Pentagon area.

2. APPLICABILITY. This AI applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities in the Pentagon Area that are serviced by Washington Headquarters Services (WHS) (hereafter referred to collectively as the "WHS-serviced Components").

3. DEFINITIONS. See Glossary.

4. POLICY. It is OSD policy that:

a. The use of government-owned or government-leased vehicles will be used solely for official purposes and their use otherwise is contrary to law. Any officer or employee of the

government who willfully uses or authorizes the use of any government-owned or leased vehicle for other than official purposes shall be suspended from duty, by the Head of the WHS-serviced Component concerned, without compensation, for not less than 1 month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant (section 1349(b) of title 31, United States Code (Reference (f)). Examples of unauthorized use include:

- (1) Transportation of government officials to private social functions.
  - (2) Transportation to, from, or between locations on personal business.
  - (3) Transportation of dependents or visitors without the accompanying officials and when no official purpose warrants their transportation.
- b. Public and commercial transportation to commercial transportation terminals in the Pentagon area is considered adequate for all but emergency situations, security requirements, and other unusual circumstances. If public and commercial transportation is not routinely available, a DoD vehicle may be used on official business involving these commercial terminals.
- c. The DoD shall not provide transportation justified solely by rank, prestige, or personal convenience.
- d. The use of DoD-owned or DoD-controlled vehicles for transportation between domicile and place of duty is severely limited. See sections 1344(b)(5) and 1344 (a)(2)(B) of Reference (f).
- e. A modified shuttle may be used to transport military personnel, DoD civilians, and DoD contractors between their office and mass transit facilities pursuant to Reference (e) and section 1344(g) of Reference (f).

5. RESPONSIBILITIES. See Enclosure 1.

6. PROCEDURES. See Enclosure 2.

7. RELEASABILITY. **Cleared for public release**. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

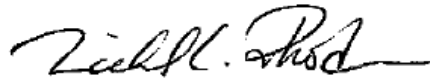
8. SUMMARY OF CHANGE 2. This change is administrative and, in accordance with the February 1, 2022 WHS Memorandum (Reference (g)):

- a. Reassigns the Director of Administration, Office of the Deputy Chief Management Officer of the Department of Defense responsibilities and duties to the Director of Administration and Management in accordance with Section 901 of Public Law 116-283

(Reference (h)), which eliminated the position of the Deputy Chief Management Officer of the Department of Defense effective January 1, 2021, and the January 11, 2021 Deputy Secretary of Defense Memorandum (Reference (i)), which implemented Reference (h) and reestablished the Director of Administration and Management.

b. Updates organizational titles and references for accuracy.

9. EFFECTIVE DATE. This AI is effective March 31, 2011.



Michael L. Rhodes  
Director of Administration and Management

Enclosures

1. Responsibilities
  2. Procedures
- Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 4515.7, "Use of Motor Transportation and Scheduled DoD Bus Service in the National Capital Region," July 31, 1985 (hereby cancelled)
- (b) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
- (c) Deputy Secretary of Defense Memorandum, "Re-establishment of the Assistant to the Secretary of Defense for Intelligence Oversight and the Director of Administration and Management," January 11, 2021
- (d) DoD Instruction 5025.01, "DoD Issuances Program," August 1, 2016, as amended
- (e) DoD Manual 4500.36, "Acquisition, Management, and Use of DoD Non-Tactical Vehicles," July 7, 2015, as amended
- (f) Sections 1344(b)(5), 1344 (a)(2)(B), and 1349(b) of title 31, United States Code
- (g) Washington Headquarters Services Memorandum, "Approval of Administrative Changes to ODA&M DoD Issuances," February 1, 2022
- (h) Public Law 116-283, "William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021," January 1, 2021
- (i) Deputy Secretary of Defense Memorandum, "Disestablishment of the Chief Management Officer of the DoD and Realignment of Functions and Responsibilities," January 11, 2021

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, WHS. The Director, WHS, under the authority, direction, and control of the Director of Administration and Management shall:

a. Coordinate and provide transportation guidance to the DoD Components in the Pentagon area, the Mark Center, and other WHS leased facilities.

b. Coordinate and approve all requirements for the establishment, modification, and discontinuance of DoD scheduled shuttle service, except for shuttle service exclusively within the boundaries of military installations in the Pentagon area.

c. Ensure that shuttle routes and schedules are published and available.

d. Coordinate the planning and operations at the Pentagon Transit Center (PTC) with service providers.

e. Coordinate a quarterly transportation meeting with DoD transportation officials to address issues and concerns involving transportation in the Pentagon area.

f. Be responsible for planning and financial considerations for DoD shuttle services provided to or requested by OSD and WHS personnel.

2. HEADS OF THE WHS-SERVICED COMPONENTS. The Heads of the WHS- serviced Components shall:

a. Designate, in writing, an Office Motor Vehicle Transportation Officer (OMVTO) (normally the Component's executive assistant or administrative officer) and at least one Assistant Office Motor Vehicle Transportation Officer (AOMVTO) to contact with requests for official transportation service. Submit this designation to the WHS Transportation Coordinator and ensure that changes to this roster are reported as they occur. Additionally, will ensure:

(1) Only the designated OMVTO or AOMTVO(s) submit requests for transportation support; this includes requests to establish or modify shuttle services.

(2) The designated OMVTO or AOMTVO(s) confirm that requests for transportation are to support official purposes as defined in this Instruction.

b. Ensure the use of official transportation complies with existing laws and regulations.

c. Develop internal procedures and guidance to provide personnel with the most economical and efficient use of available transportation resources.

d. Develop internal procedures governing the use of privately owned vehicles and public transportation services (instead of DoD scheduled shuttle service or motor-pool vehicles) as a basis for claiming reimbursement through the Defense Travel System.

e. Include motor-pool vehicle management in Component-established internal audit programs.

3. SECRETARY OF THE ARMY. The Secretary of the Army, in addition to the responsibilities in section 2 of this enclosure shall:

a. Provide official executive transportation at a level commensurate with the responsibilities of a cabinet-level agency at the seat of government in the Pentagon area for DoD personnel of the OSD, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Military Departments, and visiting dignitaries.

b. Provide, as approved by the Director, WHS, scheduled DoD shuttle service for the Department of Army and other Military Departments in the Pentagon area.

c. Be responsible for the planning and financial considerations for DoD shuttle services provided by the Army.

4. SECRETARY OF THE NAVY. The Secretary of the Navy, in addition to the responsibilities in section 2 of this enclosure shall:

a. Provide, as approved by the Director, WHS, scheduled DoD shuttle service for the Department of the Navy and other Military Departments in the Pentagon area.

b. Be responsible for the planning and financial considerations for DoD shuttle services provided by the Navy or Marine Corps.

5. SECRETARY OF THE AIR FORCE. The Secretary of the Air Force, in addition to the responsibilities in section 2 of this enclosure, shall be responsible for the planning and financial considerations for DoD shuttle services provided by the Air Force.

ENCLOSURE 3

PROCEDURES

1. Riders on DoD shuttles must present one of the following forms of identification (see also <http://www.whs.mil/DFD/Info/DoDTransportation.cfm>):
  - a. DoD Form 2A, "Active Duty Armed Forces Identification Card."
  - b. Valid DoD Civilian Identification Card.
  - c. DD Form 1466, "DoD Building Pass."
  - d. Common Access Card (CAC).
  - e. Some routes will accept Intelligence Community, Department of State, and congressional staffer badges. For route information, see <http://www.whs.mil/DFD/Info/DoDtransportation.cfm>.
2. Personnel and visitors without the identification forms specified in paragraphs 1.a. through e. of this enclosure will need to arrange their transportation requirements prior to boarding a shuttle with WHS/Facilities Services Directorate/Programs and Services Division (WHS/FSD/PSD) or the respective agency of their travel.
3. Requests to WHS/FSD/PSD to establish or modify shuttle service shall contain:
  - a. Quantitative data on trips made in DoD-owned, private, and other vehicles.
  - b. The purpose of the proposed shuttle service.
  - c. The categories of personnel the shuttle will service.
4. Passenger counts for all established runs on DoD shuttles will be updated and submitted annually to WHS Transportation Coordinator to determine whether service should be continued, upgraded, or curtailed.
5. Motor-pool dispatchers shall honor only requests received from authorized OMVTOs or AOMVTOs.
6. When making a request for official transportation, OMVTOs shall provide to their dispatcher: the date and day of the week that transportation is required; pickup time; passenger(s) name(s) requesting official transportation; location of pickup; destination; special remarks; type of trip ("drop" or "remain with" passenger(s)); and name of requester. This information shall be read back to the requester to ensure correctness. All trips shall be drop trips unless otherwise directed. Wait periods may not exceed 30 minutes unless justified by unusual circumstances.

7. When departure times and destinations are reasonably close, customers shall be asked to rideshare. This will permit more efficient use of the vehicles and possibly prevent other individuals from being inconvenienced because of a vehicle's unavailability.
8. Eating, drinking, and smoking are prohibited on the DoD shuttles. Smoking is prohibited in DoD vehicles.
9. The use of cameras and video cameras, to include cameras imbedded in cell phones, is prohibited while riding in DoD shuttles and vehicles.
10. To ensure security, yearly, or on an as-needed basis, transportation agencies that utilize the PTC shall provide the following information, as well as other requested information, to the WHS/FSD/PSD:
  - a. The physical storage locations of all shuttles, vans, and cars.
  - b. The daily security check process and procedures.
  - c. The detail route of DoD shuttle routes or map information that includes the departure and arrival times and street address information.
  - d. DoD officials who contract for their shuttle services will provide the name, social security number, date of birth, and place of birth of each driver to WHS. WHS will coordinate a national criminal investigation check with the Pentagon Force Protection Agency, Access Control Office for such drivers.
11. When DoD personnel are required to take transportation for official business, they should use the following methods of transportation, in the order shown, to the extent that they are available and capable of meeting mission requirements:
  - a. During normal published duty hours:
    - (1) DoD scheduled shuttle service.
    - (2) Scheduled public transportation (rail or bus).
    - (3) DoD vehicle.
    - (4) Voluntary use of privately owned vehicles on a reimbursable basis.
    - (5) Taxicab on a reimbursable basis.
  - b. Before or after normal published duty hours:
    - (1) DoD scheduled shuttle service.



- (2) Scheduled public transportation (rail or bus).
- (3) Voluntary use of privately owned vehicles on a reimbursable basis.
- (4) Taxicab on a reimbursable basis.
- (5) DoD vehicle.

12. The use of motor-pool, privately owned vehicles, and taxicabs will be discouraged between locations served by DoD shuttles, when shuttles run at least every 30 minutes.

13. Meetings will be held, when possible, at locations served by scheduled DoD shuttle service or public transportation.

## GLOSSARY

### DEFINITIONS

These terms and their definitions are for the purpose of this AI.

AOMVTOs. The officials designated and authorized by an OMVTO to request transportation service.

domicile. A place of personal residence, regardless of where located, excluding temporary duty places of lodging.

local commercial transportation terminals. The Pentagon area, air passenger terminals, rail, and bus depots; Ronald Reagan Washington National Airport; Washington Dulles International Airport; and Baltimore-Washington International Thurgood Marshall Airport.

Mark Center. The geographic area located in the boundaries of: Interstate highway 395, Seminary Road, Beauregard Street, and Mark Center Drive in the City of Alexandria in the Commonwealth of Virginia.

motor-pool dispatchers. Personnel that dispatch vehicle requests to drivers.

motor-pool vehicles. All public, commercial, and other transportation conveyances leased or otherwise used at government expense, as well as government-owned vehicles.

official purposes. Any use of a vehicle in support of authorized DoD functions, activities, or operations.

OMVTO. The DoD Component's designated representative in all matters concerning the use of official transportation in the Pentagon area.

Pentagon area. The geographic area located within the boundaries of: the District of Columbia; Montgomery and Prince George's County in the State of Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia; and all cities and other units of government within the geographic areas of such District, counties, and city.

shuttle service. All bus, station wagon, van, or sedan service between government-occupied buildings and military installations in the Pentagon area on a regular, scheduled basis.

transportation agencies. All public transportation providers that utilize the PTC including, but not limited to, Washington Metropolitan Area Transit Authority; City of Alexandria; Fairfax County/Fairfax Connector; Arlington Transit; National Coach/Martz; OmniRide/Potomac and Rappahannock Transportation Commission; Loudoun County Transit; and Quicks.

WHS Transportation Coordinator. WHS official designated to manage, operate, and maintain the WHS Transportation Management Program for the Pentagon area, Mark Center, and all other WHS leased facilities. Serves as the point of contact for all DoD employees requesting assistance on finding alternative commuting options.