



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON DC 20350-1000

SECNAVINST 11240.20
DON/AA
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SECNAV INSTRUCTION 11240.20

From: Secretary of the Navy

Subj: NATIONAL CAPITAL REGION EXECUTIVE TRANSPORTATION AND BUS SERVICE

Ref: (a) DoD Administrative Instruction Number 109 of 31 March 2011
(b) 31 U.S.C. §1344 to 1349
(c) DoD Instruction 4500.36 of 11 December 2012
(d) DoD 4500.36-R Management, Acquisition and Use of Motor Vehicles, 16 March 2007
(e) NAVFAC P-300, Management of Civil Engineering Support Equipment
(f) DoD Instruction 4515.14 28 of June 2013

Encl: (1) Definitions
(2) Official Use of Executive Motor Pool
(3) Executive Motor Pool Operations and Utilization
(4) Shuttle Bus Operations

1. Purpose. To prescribe policy for use of the Department of the Navy's (DON) executive transportation, special bus service, and shuttle bus service and to outline requirements and responsibilities for such transportation, per references (a) through (f).

2. Applicability. This instruction applies to the Office of the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all U.S. Navy, U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the DON located within the National Capital Region (NCR).

3. Definitions. Terms used in this instruction are defined in enclosure (1).

4. Policy

a. Executive Motor Pool (EMP)

(1) The convenience of assigned drivers with dedicated vehicles is expensive and is subject to approval by the Secretary of Defense. Ridership policy is approved by Department of the Navy/Assistant for Administration (DON/AA). Naval Facilities Engineering Command (NAVFACENGCOM) Washington is the service provider for this function and will be responsible for the operation and maintenance of the EMP. The EMP service is limited to meet the needs of:

(a) Members of the Senate and House of Representatives on official DON business.

(b) Navy and Marine Corps flag and general officers within the DON, Joint Staff and Office of the Secretary of Defense and equivalent ranking guests of the DON.

(c) Civilian Senior Executives within the DON and equivalent ranking guests of the DON.

(d) Foreign dignitaries and Office of Legislative Affairs staffers on official DON business.

(e) Exceptions are granted by DON/AA on a pre-approved basis.

(2) Flag and general officer selectees, including frocked flag and general officers, are not authorized to use the EMP.

b. Shuttle Bus Service. Shuttle bus services are independently operated by the respective Military Services. All shuttle bus services that service the Pentagon Transit Center are reviewed and approved by Washington Headquarters Services (WHS). Other shuttle bus service routes between installations or from installations to commercial transit nodes are reviewed, and operated by the military services in accordance with reference (d).

c. Special Bus Service

(1) Departmental operations occasionally require bus service for large groups of government employees who cannot be

accommodated by the scheduled Department of Defense (DoD) shuttle bus system. The special bus service exists to meet these needs and is comprised of both government owned and contracted charter buses. Service may be requested by any authorized DoD requestor and will be provided on a reimbursable basis by each military service.

(2) Special Bus Service requests should be submitted to the NAVFAC Washington Transportation Department at least five working days before service is required.

d. The use of all Navy-owned or controlled vehicles shall be restricted to the performance of official duties. Additional guidance on official use is provided in reference (b) and enclosures (2) through (4). Questions concerning the official use of a vehicle shall be directed to and resolved by the DON/AA in favor of strict compliance with statutory provisions, reference (d) and the policies of this instruction.

e. Per reference (a), when DON 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:

(1) During normal published duty hours:

(a) DoD scheduled shuttle service.

(b) Scheduled public transportation (rail or bus).

(c) DoD vehicle.

(d) Voluntary use of privately owned vehicles on a reimbursable basis.

(e) Taxicab on a reimbursable basis.

(2) Before or after normal published duty hours:

(a) DoD scheduled shuttle service.

(b) Scheduled public transportation (rail or bus).

(c) Voluntary use of privately owned vehicles on a reimbursable basis.

(d) Taxicab on a reimbursable basis.

(e) DoD vehicle.

f. The use of the EMP and privately owned vehicles is discouraged between locations served by DoD buses.

5. Responsibilities

a. The DON/AA shall:

(1) Formulate procedures for the use of the EMP and DoD shuttle bus service in the NCR, per references (a), (c), (d) and (e).

(2) Designate and maintain the list of authorized users of the EMP and designate executive vehicle types, capabilities, and quantities.

(3) Authorize waivers for transportation requests that are not within the guidelines of this instruction.

b. The Commandant, Naval District Washington (NDW) and Commander, Marine Corps Installations Command (MCICOM) shall ensure service compliance with DoD transportation management, maintenance, and operations procedures in reference (d).

c. The Commanding Officer NAVFACENCOM Washington shall:

(1) Support NDW and MCICOM as the service provider for the EMP and DoD shuttle bus services.

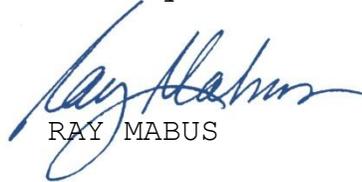
(2) Manage Navy transportation assets assigned to the NCR in accordance with the procedures in reference (e).

(3) Provide transportation service to authorized personnel.

6. Procedures. The EMP, shuttle bus service, and special bus service will be operated per guidance provided in enclosures (2) through (4).

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7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed and per SECNAV Manual 5210.1 of January 2012.



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DEFINITIONS

1. Department of Defense Shuttle Bus Service. Shuttle bus service provides the capability to transport groups of individuals on official business between offices on installations or between nearby installations, is a recognized requirement, and is essential to mission support. The use of an effective shuttle bus system reduces the requirement for recurring dispatch (Class B) vehicles. Shuttle bus services are provided fare-free.
2. Domicile. A place of residence, regardless of location, excluding temporary duty residences.
3. Executive Motor Pool (EMP). The executive taxi transportation service.
4. National Capital Region (NCR). The NCR consists of the District of Columbia; Prince George's and Montgomery Counties in Maryland; Arlington, Fairfax, Loudon, and Prince William Counties in Virginia; and all cities and towns included within the outer boundaries of the foregoing counties. See, reference (f).
5. Principal. A customer or authorized user of the EMP service.
6. As Soon As Possible (ASAP) Trips. ASAP trips are any trips requested for immediate service. ASAP trips will be serviced using the first available vehicle(s).

OFFICIAL USE OF EXECUTIVE MOTOR POOL

1. All government-owned vehicles in the NCR are "For Official Use Only." The use of the EMP is not authorized for any purpose other than the actual performance of official duties. Questions concerning the official use of a vehicle shall be directed to and resolved by the DON/AA in favor of strict compliance with statutory provisions, reference (d), and policies of this instruction. Liberal interpretation will not apply. Examples of unauthorized use include:

a. Transportation to, from or between private social functions, including funerals.

b. Transportation to, from or between locations on personal business.

c. Transportation of dependents or visitors without the accompanying officials and when no official purpose warrants their transportation.

d. Transportation between a domicile and work. The performance of official duties shall not be construed to include transportation over all or any part of the routes between residences and places of employment except as provided in references (a) and (c).

e. Transportation to or from public transportation terminals. Public and commercial transportation to commercial terminals in the NCR is considered adequate for all but emergency situations, security requirements, and other unusual circumstances. The EMP shall not be used to transport personnel to commercial terminals.

f. Transportation to or from hotels, clubs, restaurants, other places of public entertainment or residences unless such trips can unquestionably be justified as necessary for official business.

2. Members of Congress and official visitors and guests, such as corporate executives and foreign dignitaries (military or civilian), are exempt from the prohibition of utilizing the EMP

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for travel between commercial transportation terminals and visitation points or domiciles when on official business related to the DON.

EXECUTIVE MOTOR POOL OPERATIONS AND UTILIZATION

1. Summary. The EMP was established to provide essential, economical and timely transportation to support authorized personnel assigned within the NCR. Transportation will be based on availability and seniority for official business within the NCR. Authorized personnel and priority codes are listed in paragraphs (11) and (12).

2. Self-Drive Government Vehicles. Self-drive government vehicles are available through the Naval Facilities Engineering Command Motor Pool Dispatch Office for destinations outside the NCR or when time constraints or usage requires full time availability of a vehicle. Maximum usage of this service is encouraged to optimize limited EMP assets.

3. Hours of Operation. The EMP is operated from 0600 to 1800 Monday through Friday, except holidays. Requests for service on weekends, holidays and between 1800 and 0600 must be scheduled no later than 48 hours in advance.

4. Inclement Weather Procedures. In the event of government closures or delay, the EMP will provide service in compliance with operating procedures posted on the Office of Personnel Management website. Operating status can be found at www.opm.gov/.

5. Area of Operation. The EMP is limited to use in the NCR. When transportation outside the NCR is required, arrangements shall be made to perform the trip on official travel orders using available commercial transportation. Lack of travel funds will not be taken into consideration when determining EMP service outside the NCR.

6. Wait Time. Vehicles shall wait 15 minutes beyond the scheduled pickup time for principals. Vehicles will not be "held" beyond the 15 minutes without EMP dispatcher authorization. Dispatchers are authorized to reassign vehicles when the wait time is exceeded. Once the vehicle is reassigned, the pick-up will be rescheduled as an ASAP trip.

7. 24 Hour Request Time. Routine vehicle requests shall be made no later than 24 hours in advance to ensure vehicle availability. When planning for a vehicle, lead time

consideration should also be given to weekends and holidays as well as significant events that may place a higher than normal demand on executive vehicles. Service is not guaranteed for requests within 24 hours.

8. Ridesharing. Whenever departure times and destinations are reasonably close, principals will be routinely scheduled to rideshare, thus preventing individuals from being inconvenienced due to vehicle unavailability. The EMP will notify the principals when and with whom they will be ridesharing. Requests not to rideshare must be approved by the DON/AA.

9. Wait and Return Trips. Unless specifically authorized by the EMP dispatchers, all trips shall be drop-off trips. Principals shall schedule separate return trips unless the EMP dispatcher determines that waiting is more efficient.

10. Open Return Trips. Open return trips provide a scheduled pick-up and an unscheduled return trip. The principal notifies the dispatcher at the end of the appointment or once the actual return time is known, and an EMP vehicle will be dispatched for the return trip within 15 minutes depending upon vehicle availability. This option is used at the dispatcher's discretion and only when the destination is Crystal City, the Pentagon, the Washington Navy Yard or Capitol Hill.

11. Vehicles and Driver Requirements

a. All vehicles used in the EMP shall be identified by assigned trip numbers prominently displayed in the front windshield of the vehicle.

b. All drivers, customers and or passengers shall have appropriate identification at all times.

c. Transportation for persons with disabilities is available. In order to schedule this service, contact the EMP Dispatcher at 202-433-9530 24 hours in advance to ensure assignment of the appropriate vehicle.

d. In accordance with reference (d), a variety of Class III (mid-size) vehicles (sedans, passenger vans, etc.) are utilized in the EMP.

12. Customer Priority. In circumstances where EMP demand exceeds available vehicles and or drivers, dispatchers may have to prioritize customers to available assets utilizing the following:

a. Priority Code A:

(1) Members of Congress.

(2) O-10 (Admiral and General).

(3) Tier 3 Senior Executive Service.

(4) Official guests of the DON and visiting dignitaries such as foreign senior executives, flag and general officers.

b. Priority Code B: All other users will be served on a "first come, first served basis."

c. Navy and Marine Corps Legislative Affairs and the DON appropriations liaisons are authorized use of the EMP only when escorting their principal. Their priority is commensurate with that of the principal.

13. Visiting Officials. Flag and general officers and senior executives visiting the NCR must arrange motor pool service via DON/AA, Facilities and Support Services Division.

SHUTTLE BUS OPERATIONS

1. The following personnel may use DoD shuttle buses for official purposes:
 - a. Military personnel and DoD employees traveling between offices, installations, and places of duty during designated hours.
 - b. Enlisted personnel traveling between troop billets, places of duty, and dining facilities, if the commander determines that the travel is necessary to the performance of duty.
 - c. DoD contractor personnel conducting official defense business.
 - d. Employees of non-DoD Federal Agencies on official business on a space available basis only. Such transportation will only be provided over routes established for primary support of the defense mission.
2. Bus routes and schedules that service the Pentagon Transit Center are listed on the Washington Headquarters Services Web site at www.whs.mil/.