



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 11240.14H
N4

30 MAR 2021

NAVSUPPACT NAPLES INSTRUCTION 11240.14H

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: GOVERNING GUIDANCE AND PROCEDURES FOR ASSIGNMENT,
UTILIZATION, OPERATION, AND MANAGEMENT OF CIVIL ENGINEERING
SUPPORT EQUIPMENT

Ref: (a) NAVFAC P-300, Management of Civil Engineering Support Equipment
(b) DoD Regulation 4500.36, Management, Acquisition, and Use of Motor Vehicles
(c) NAVFAC MO-403, Navy Drivers Handbook
(d) OPNAVINST 4790.2B
(e) Federal Personnel Manual, Chapter 390
(f) NAVSUPPACTNAPLESINST 11200.2B

Encl: (1) Transportation Liaison Statement of Understanding
(2) Non-Tactical Vehicles (NTV) Inventory Objective (IO), Alternative Fuel Vehicles
(AFV) Waiver and Vehicle Lease Authorization Request
(3) Customer Instructions for Completing Inventory Objective Request
(4) Inventory Objective Approval and Funding Process
(5) Commander, Navy Installations Command Utilization Criteria

1. Purpose. To establish policy, procedures and regulations governing the operation, utilization, assignment, management, qualification and licensing of Civil Engineering Support Equipment (CESE) assigned to U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, its tenant commands and Naval Facilities Engineering Command Europe, Africa, Central (NAVFACEURAFCENT). This equipment includes Navy owned, General Services Administration (GSA) and rented/leased vehicles and equipment identified and managed as per reference (a).

2. Cancellation. NAVSUPPACTNAPLESINST 11240.14G
NAVSUPPACTNAPLESINST 5512.2D
NAVSUPPACTNAPLESINST 11240.31C

3. Policy, Interpretation and Definitions. References (a) through (e) contain policy and detailed instructions for the operation and utilization of CESE. This instruction summarizes and consolidates this information to provide local operating guidance and procedures. The proper use of motor vehicles has come under very close scrutiny by the general public and Congress in recent years. Use of prudent judgment and strict compliance with all the laws, rules and regulations governing equipment usage is therefore necessary. Additionally, the increasing cost of equipment, fuel and maintenance requires renewed efforts to ensure the careful and economical use of all CESE.

4. Scope. This instruction applies to all personnel operating or utilizing units of CESE owned and managed by NAVFACEURAFCENT Public Works Department (PWD), Transportation Branch, Naples, Italy, and assigned to support NAVSUPPACT Naples and its tenant commands.
5. Action. All NAVSUPPACT Naples Department heads, tenant activities, other commands or persons who use or are responsible for the use of CESE managed by the PWD Transportation Branch will be responsible for the contents of and compliance with listed enclosures. Each NAVSUPPACT Naples tenant command utilizing PWD Naples CESE will designate an E6 or above (or civilian equivalent) as their Transportation Liaison. Liaisons will be the representative between the Transportation Branch and the operator. Liaisons will be required to report deliverables outlined in enclosure (1).
6. Assignment. All Class “B” assigned vehicles will be justified in writing every year utilizing an electronic online survey that will be emailed to the transportation liaisons. Failure to provide justification will result in the cancellation of that requirement. Requests for additional vehicle requirements or change in current assignment will be initiated by Command Transportation Liaison only. All requirement requests will be reviewed for validity by PWD Transportation Branch based on proper fleet management, mission justification, and utilization of other assigned vehicles to the command. The funds holder will be required to validate funding is available before any new assignments can be made – even if the requirement is validated by the Transportation Branch. In no case will assignments exceed the validated mission Inventory Objective (IO) requirements. The Transportation Branch will re-assign any excess CESE or contract for additional CESE only after strict validation of the IO requirement and validation from the funds holder that funding will be available for the term on the contract. In the case of GSA vehicles, once a vehicle is assigned to the command, the command will be responsible for the cost of the vehicle lease until the vehicle can be assigned to another validated and funded IO requirement at NAVSUPPACT Naples. If a command wishes to return a GSA vehicle before the end of the vehicle’s life cycle and the asset cannot be assigned to another validated and funded IO at NAVSUPPACT Naples, the command will be responsible for any GSA early return charges. Requirements that are unfilled due to funding constraints will be re-validated each September. Enclosure (4) shows the IO approval and funding process.
7. Utilization. One primary measure of CESE Justification is utilization. Each Transportation Liaison will ensure a minimum utilization of enclosure (5) is met. Each Transportation Representative should rotate higher mileage vehicles within their department to prevent excessive wear on any vehicle. Specialized equipment, such as Emergency Operations Vehicles, fuel trucks, wrecker, tow trucks, etc., are exempt from the annual mileage utilization requirement. If a vehicle does not meet the mileage utilization in enclosure (5), a log with date, in/out time, operator, destination, and in/out odometer reading for use shall be presented to the PWD Transportation Branch upon request to support the validation of the requirement.
8. Operation. The proper operation of equipment is essential to maintaining a reliable transportation fleet. Excessive wear and tear will increase lease costs and maintenance costs of the vehicles and equipment. **Accordingly, CESE will be used for official purposes only and never utilized for personal convenience.** Official purposes will not include the transportation

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of military personnel or civilian employees to/from home or work, except as authorized in reference (a). Unofficial use of government vehicles can result in disciplinary action and the loss of assigned vehicles.

9. Authority. NAVFACEURAFCENT PWD is the official authority for issuing Optional Form (OF-346) U.S. Government Equipment License to operate government CESE. The License Examiner/Accident Investigator will be designated in writing by the installation commander as per reference (a). Furthermore the Allied Forces Italy (AFI) License provided by Motor Vehicle Registration Office (MVRO) is a translation license of an individual's stateside license and will be used to validate operation of government CESE. AFI issued license is covered by reference (f).

10. 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 located on the Department of the Navy Assistant for Administration, 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).

11. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, 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 cancelled in the interim and will be reissued by the 10-year anniversary date if it 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.



J. W. STEWART

Releasability and distribution:

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Lists: I through IV

Electronic via NAVSUPPACT Naples website:

https://www.cnic.navy.mil/regions/cnreurafcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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PUBLIC WORKS DEPARTMENT (PWD), NAPLES, ITALY, GOVERNMENT VEHICLE
STATEMENT OF UNDERSTANDING

All persons operating a government owned vehicle agree to operate in accordance with the following guidelines. Failure to do so may result in termination of operation privileges or termination of vehicle assignment.

- Operator must have one of the following: valid driver's license, Allied Forces Italy (AFI) translation license or OF-346 government vehicle license
- Operator is responsible for safe and proper operation of vehicle at all times and will obey all traffic regulations
- Operator will ensure that all occupants are wearing safety belts while in motion
- Operator shall inform supervisor of any violation received while operating vehicle
- Operator will inform PWD accident investigator of all accidents within 12 hours of occurrence and file sf-91 for record
- Operator may be held liable for damages from an accident that is deemed avoidable
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- Government vehicles will be used for official use only, this includes personnel working in a duty status. Vehicles shall not be used as Privately Owned Vehicles (POV) unless designated in writing
- Government vehicles that are used as POV for domicile to duty or home to work must have a designation memorandum on file for record keeping with PWD Naples, as outlined in NAVFAC p-300
- No towing will be conducted with government vehicle unless designed to do so and by properly trained personnel. Towing assistance is available through PWD personnel
- No modifications will be made to vehicle without prior approval
- No hitchhikers are authorized in vehicles
- No use of alcohol or controlled substances is allowed prior to or during operation of government vehicle
- No transportation of hazardous substances, chemicals, or dangerous goods (as defined by law) shall be transported in government vehicles that is not designed for, and without proper "ADR" license as defined by Italian regulation
- Vehicle liaisons are responsible for ensuring all personnel adhere to guidelines set forth above
- Vehicle liaisons will provide monthly mileage reports no later than the 5th of each month to PWD automotive assistant and dispatchers to allow for proper maintenance scheduling of all government vehicles enrolled in PWD maintenance program

X

Vehicle Liason

X

Operator

Enclosure (1)

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NTV Inventory Objective (IO), AFV Waiver & Vehicle Lease Authorization Request									
IO Holder Information					Date Requested:				
All fields are mandatory. Failure to provide requested information will result in the disapproval of your request.									
Activity Name					Activity UIC				
Authorized Activity POC <i>(Dept. head/supervisor)</i>									
Activity POC Email					Activity POC Phone				
Vehicle Coordinator <i>(requestor/end-user)</i>									
Vehicle Coordinator Email					Vehicle Coordinator Phone				
Base/Duty Location									
Building #					# of Personnel in Department				
# of Vehicles Assigned					Distance to Nearest C-Pool				
Section 1 – Inventory Objective									
Vehicle shall be utilized IAW 41 CFR §101-39.301, DODI 4500-36R, GSA B-43 and local rules and regulations. Use shall be reported monthly to PWD Transportation as directed.									
IO Action Requested		Increase		Desired EC		Right-Type		Current Asset	
Provide Mission or Primary Function									
How is the mission currently fulfilled? <i>(existing vehicles?)</i>									
Provide Detailed Justification									
Impact to mission if this requirement cannot be fulfilled?									
1. Is a shuttle or taxi service available?					2. Will this vehicle be used by any other Programs?				
3. Could a Slow Moving Vehicle (SMV) be used?					4. Will this vehicle be used by a contractor?				
If Yes on Q1-4 but still unsuitable for mission requirements, provide explanation									
Projected Annual Mileage per Vehicle					Projected # of Trips per Day		Projected # of Personnel per Trip		
Section 2 – Vehicle Specifications									
Vehicle Type									
Cargo Load Requirements		Length		Width		Height		Weight	
Type of Cargo Transported									
Towing Capacity		Pintle Hook		Tow Package		Weight Of Item(s)			
4x4 Required?		A thorough justification must be forwarded with your request							
Additional Equipment Requirements									
Section 3 – If the IO Generator is a CNI-funded Activity, provide the following information:									
CNI Region Name					CNI Region UIC				
Functional Area									
IMAP Levels		Level 1			Level 2		Level 3		
		Level 3			Level 4				
CNI Regional Program Director <i>(date if not digitally signed)</i>								Funded	
								Unfunded	
Section 4 – Activity Authorized POC Approval									
Activity POC <i>(date if not digitally signed)</i>								Approved	
								Disapproved	
Section 5 – Activity Funds Manager Approval									
Procurement Fund Type					BSO UIC				
Financial Manager <i>(date if not digitally signed)</i>								Approved	
								Disapproved	
For NAVFAC Core / PWD Use Only									
Assigned EC		IO ID		Asset Tag		CRC			
Transportation Specialist <i>(date if not digitally signed)</i>								Approved	
								Disapproved	

IO Holder Information

Vehicle Coordinator		Coordinator Email		Date Requested	
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Section 6 – Additional Information and/or Comments

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Customer Instructions for Completing Inventory Objective Request



COMMAND INFORMATION

COMMAND'S MISSION

COMMAND'S MISSION

COMMAND'S MISSION

ONLY IF CNIC FUNDED

DEPARTMENT HEAD'S SIGNATURE

ACCOUNTING COMPTROLLER

ONLY IF NOT CNIC FUNDED

PWD REPRESENTATIVE

NAVY Inventory Objective (IO), AFV Waiver & Vehicle Lease Authorization Request			
IO Holder Information		Date Requested: 4/17/20	
All fields are mandatory. Failure to provide requested information will result in the disapproval of your request.			
Activity Name	NSA NAPLES - FLC	Activity UIC	140258
Authorized Activity POC (Dept. head/signatory)	DEPT HEAD'S NAME		
Activity POC Email	DEPT HEAD'S EMAIL	Activity POC Phone	314-XXX-XXXX
Vehicle Coordinator (signature/initials)	COORDINATOR'S NAME		
Vehicle Coordinator Email	COORDINATOR'S EMAIL	Vehicle Coordinator Phone	314-XXX-XXXX
Base/Duty Location	NSA CARPOICHIRO, ITALY		
Dist/Msg #	401 00	# of Personnel in Department	110
# of Vehicles Assigned	10	Distance to Nearest C-Base	10 Miles
Section 1 - Inventory Objective			
Vehicle shall be utilized IAW 41 CFR (101-39.501, DODI 4500-56R, GSA B-43 and local rules and regulations). Use shall be reported monthly to PWD Transportation as directed.			
IO Action Requested	Increase <input checked="" type="checkbox"/> Decrease <input type="checkbox"/>	Right Type <input type="checkbox"/>	Current Asset <input type="checkbox"/> NO
Provide Mission or Primary Function	EXAMPLE: PWD SITE MAINTENANCE OVERSEAS PRODUCTS AND SERVICES OVER 7 (SEVEN) MONTHS DISPERSED WIDEAREAS SOUTHWESTERN OVER SEA AREA OF USAR SOUTH PACIFIC SERVICES IS TRAVEL COMMANDS AND USJCS SERVICES WARRIORS. DOD COLLAGES AND DEPENDENTS STATIONED AT SAFO ALLIED JOINT FORCES COMMAND WARRIORS. COMMANDER US MARV FORCES EUROPE AFRICA. COMMANDER US SIXTH FLEET AND THE NAVY RESERVE EUROPE AFRICA AND SOUTHWEST AFRICA.		
How is the mission currently fulfilled? (existing vehicles?)	PLEASE SEE SECTION 6		
Provide Detailed Justification	PLEASE SEE SECTION 6		
Impact to mission if this requirement cannot be fulfilled?	ELIMINATION WOULD PREVENT JOB FROM BEING PERFORMED		
1. Is a spare or test service available?	NO	2. Will this vehicle be used by any other Programs?	NO
3. Could a Slow Moving Vehicle (SMV) be used?	NO	4. Will this vehicle be used by a contractor?	NO
If Yes on Q1-4 but still unsuitable for mission requirements, provide explanation	N/A		
Projected Annual Mileage per Vehicle	21,000	Projected # of Trips per Day	2-4
		Projected # of Personnel per Trip	1-4
Section 2 - Vehicle Specifications			
Vehicle Type	US - EQUIPMENT CODE 200 - LEGALITY STATUS VEHICLE		
Cargo Load Requirements	Length	Width	Height
Type of Cargo Transported	PERSONEL REGISTERED MAIL MAIL FUNDS FOR BANK DEPOSITS		
Towing Capacity	Pull Hook	Tow Package	Weight Of Drum(s)
Any Remarks?	A thorough justification must be forwarded with your request		
Additional Equipment Requirements	N/A		
Section 3 - If the IO Generator is a CNIC funded Activity, provide the following information:			
CNIC Region Name	COMMANDER NAVY REGION EUROPE	CNIC Region UIC	140458
Functional Area	Logistics & Supply		
DMAP Levels	Level 1: ENABLERS	Level 2: Command & Staff	
	Level 3: Supply	Level 4: Supply Services	
CNIC Regional Program Director (date if not digitally signed)			Funded Unfunded
Section 4 - Activity Authorized POC Approval			
Activity POC (date if not digitally signed)			Approved Disapproved
Section 5 - Activity Fund Manager Approval			
Procurement Fund Type		BSO UIC	
Financial Manager (date if not digitally signed)			Approved Disapproved
For NAVFAC Core / PWD Use Only			
Assigned EC: 0210-01	IO ID: 04100	Asset Tag	CRC
Transportation Specialist (date if not digitally signed)			Approved Disapproved

DISTANCE FROM YOUR LOCATION TO PWD

USE DROP DOWN MENUS

SPECIFY IF APPLICABLE

★ COMPLETE RED AREAS

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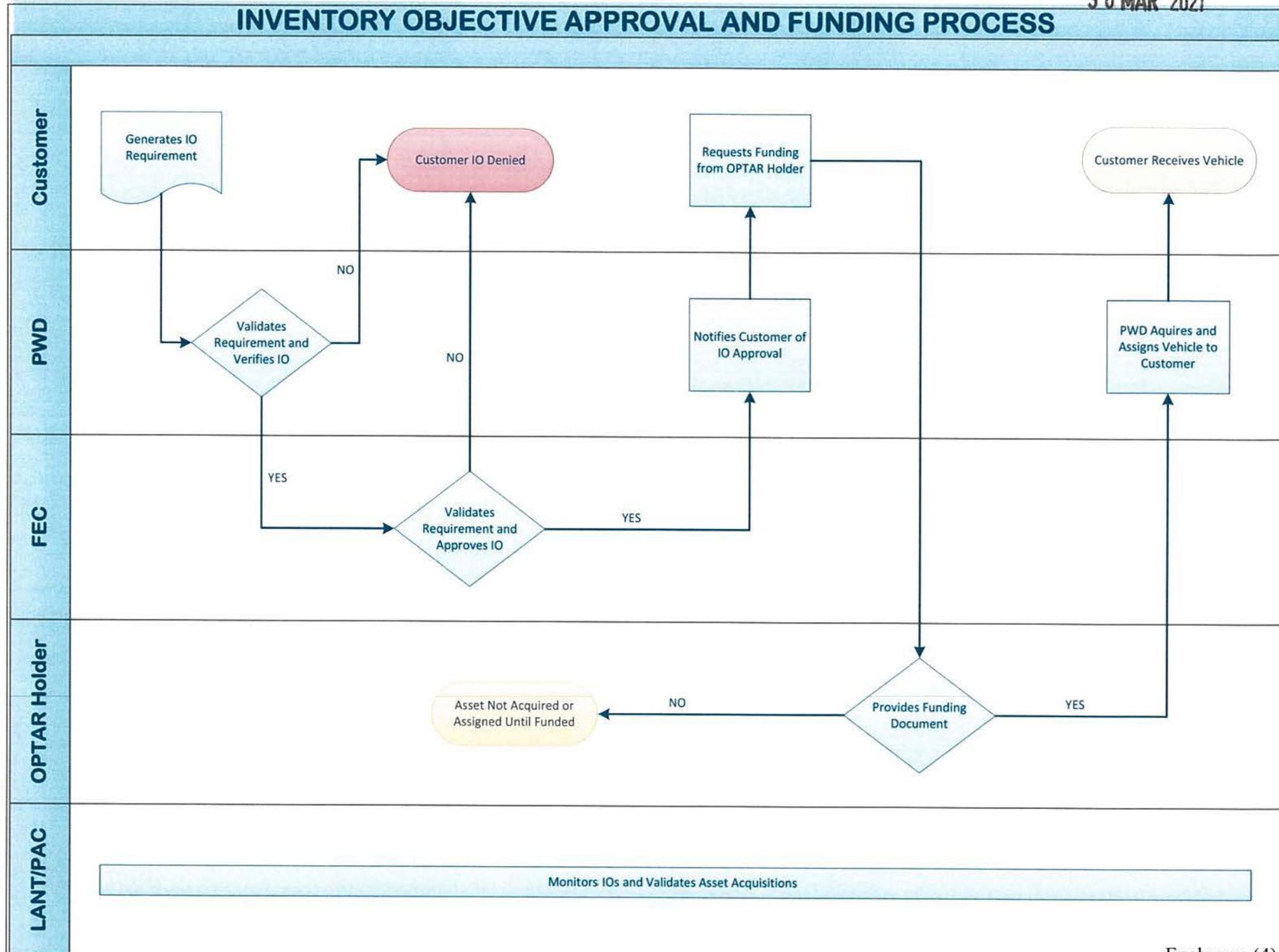
COMMAND'S MISSION
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IO Holder Information			
Vehicle Coordinator	COORDINATOR'S NAME	Coordinator Email	COORDINATOR'S EMAIL
Section 6 - Additional Information and/or Comments			
EXAMPLE			
CURRENT TRANSPORTATION REQUIREMENTS			
<p>NAVSUP INSTRUCTIONS/POLICY PROCEDURES OUTLINE SPECIFIC REQUIREMENTS REGARDING VEHICLE USE FOR PROVIDING LOGISTICS SUPPORT FOR EACH OF OUR AREAS OF BUSINESS. POSTAL SERVICES - DOD 4500.38, ENCLOSURE 5 IDENTIFIES THE USE OF NON-TACTICAL VEHICLES (NTV). IT STATES THAT ALL GOVERNMENT NTVS ARE TO BE OPERATED FOR OFFICIAL USE THAT IS CONSISTENT WITH THE PURPOSE FOR WHICH THE VEHICLE WAS ACQUIRED. CURRENTLY, WE HAVE 5 POSTAL LOCATIONS THAT PROVIDE REGULAR U.S. MAIL TRANSACTIONS</p> <p>-</p> <p>MISSION ESSENTIAL SHORTFALL</p> <p>ON A DAILY BASIS A VEHICLE IS REQUIRED AT CAPODICHINO FOR COLLECTING MAIL FROM POSTAL LETTER DROPS, DELIVERING MAIL TO CAPODICHINO MAIL ROOM, MAKING DEPOSITS AT COMMUNITY BANK, MONTHLY POSTAL OFFICER'S AUDITS OF ALL SITES, ROUTINE FOLLOW-UP AT SUPPORT SITE AND JFC BY POSTAL OFFICER. OUR VEHICLE SHORTFALL HAS REQUIRED THE DAILY REQUEST FOR THE USE OF SHORT TERM LEASE (C POOL) VEHICLE FOR THESE DAILY REQUIREMENTS TO BE PERFORMED</p>			

★ COMPLETE RED AREAS

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INVENTORY OBJECTIVE APPROVAL AND FUNDING PROCESS



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Commander Navy Installations Command Utilization Criteria

Description	Target Mileage/Hours	Days Of Use Per Month	Trips Per Month
Ambulance	Minimum number of vehicles by CNIC Instruction/Direction		
Construction Equipment (Hours)	1,000	10	
Crane/MHE (Hours)	1,200	8	
Heavy Duty Trucks	4,500	15	30
Light Duty Trucks/Cargo Vans	5,000	15	50
Low Speed Vehicle	2,500	15	50
Medium Duty Trucks	4,500	15	30
Misc. Support Equipment (Generators, Aerial Lift, Trailer)		8	
Passenger Bus	12,500	15	
Passenger Vehicle	8,500	16	50
Security Patrol (Full Time)	10,000	20	
Truck Firefighting And Hazmat Response	Minimum number of vehicles as required by CNIC N30 and N442 review and approval.		
Command and Control vehicles	Minimum number of vehicles as required by CNIC N30 and N442 review and approval.		