



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
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NAVSUPPACTNAPLESINST 11240.14J
N00/N4
24 Apr 25

NAVSUPPACT NAPLES INSTRUCTION 11240.14J

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) Public Works Department (PwD), Naples, Italy, Government Vehicle Statement of Understanding
(2) NTVE Inventory Objective (IO) & Vehicle Lease Authorization Request
(3) Instructions for NTVE Inventory Objective (IO) & Vehicle Lease Authorization 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 (NAVFAC EURAFCENT). 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 11240.14H

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

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.

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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

<https://cnreurafcnt.cnice.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

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 Liaison

X

Operator

NTVE Inventory Objective (IO) & Vehicle Lease Authorization Request										
Section 1 - IO Holder Information (Completed by Requestor)							Date Requested: 5/16/2022			
All fields are *mandatory* . Failure to provide requested information will result in the disapproval of your request.										
Activity Name						Activity UIC				
Authorized Activity POC (Dept. head/supervisor)										
Activity POC Email						Activity POC Phone				
Vehicle Coordinator (requestor/end-user)										
Vehicle Coordinator Email						Vehicle Coordinator Phone				
Vehicle Garage Location										
Vehicle Building #						# of Personnel in Department		MIL	CIV	KTR
# of Vehicles Assigned						Distance to Nearest PWD (C-Pool)				
Section 2 – Inventory Objective (Completed by Requestor)										
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			EQ Class/Type		Right-Type			Current Plate #	
Provide Mission or Primary Function										
How is the mission currently fulfilled? (existing vehicles?)										
Provide Detailed Justification										
Impact to mission if this requirement cannot be fulfilled?										
1.Can PW meet the requirement via service (shuttle, taxi service, etc)?						2. Will this vehicle be used by any other Programs?				
3.Is a Slow Moving Vehicle (SMV) required?						4. Will this vehicle be used by a contractor?				
Provide further explanation for Qs 1-4 here as needed:										
Projected Annual Mileage per Vehicle				Projected # of Trips per Day				Projected # of Personnel per Trip		
Section 3 – Vehicle Specifications (Completed by Requestor)										
Geographical Conditions										
Cargo Load Requirements		Length		Width		Height		Weight		
Type of Cargo Transported										
Towing Capacity		Pintle Hook		Tow Package		Weight Of Towed Item(s)				
4x4 Required?		A thorough justification must be forwarded with your request								
Additional Equipment Requirements										
Section 4 – Lease Authorization										
If a commercial lease is required, complete this section										
Length of Contract*										
Procurement vs. Lease Economic Analysis Sheet		* You must complete an Economic Analysis and forward it with your request								
* Denotes a required field										
Section 5 – If the IO Generator is a CNIC-Resourced Activity, provide the following information:										
CNIC Region Name						CNIC Region UIC				
Functional Area										
IMAP Levels		Level 1				Level 2				
		Level 3				Level 4				

Section 6 – Activity Authorized POC Approval													
BSO Name								BSO UIC					
Activity POC -Min Rank 04/GS13 (date if not digitally signed)										Approved			
										Disapproved			
Section 7 – Activity Funds Manager Approval (TR RPD if CNIC Requirement)													
Procurement Fund Type								Lease / Maintenance Fund Type					
Financial Manager (date if not digitally signed)										Approved			
										Disapproved			
Section 8- For NAVFAC ECH IV Use Only													
Assigned EC				IO ID				Assigned Plate #					
MOU on file?				Customer-owned IO				CRC					
Transportation Specialist/Manager (date if not digitally signed)								Approved					
								Disapproved					
Section 9- For NAVFAC ECH III (LANT/PAC) Use Only													
Reason for Denial													
PW7 Signature (date if not digitally signed)								Approved					
								Disapproved					
Section 10 – Additional Information and/or Comments													

Instruction for NTVE Inventory Objective (IO) & Vehicle Lease Authorization Request

The authorized allowance of all long term (over 120 days) NTVE ashore is managed through use of Inventory Objectives. Information provided on the IO form will enable review to determine the priority and type of the requirement. All fields are *mandatory*. Failure to provide complete information will result in the disapproval of your request.

Section 1 - IO Holder Information (Completed by Requestor)

Date Requested – Current date

Activity Name - Current Activity name

Activity UIC - Activity Unit Identification Code

Authorized Activity POC (Dept. Head/Supervisor) - Activities current Department Head or Supervisor

Activity POC Email - Requestors official email address

Activity POC Phone - Activity Point of Contact phone number

Vehicle Coordinator (requestor/end-user) - Requestor or End Users First and Last name

Vehicle Coordinator Email - Requestor or End Users official Email address

Vehicle Coordinator Phone - Requestor or End Users phone number

Vehicle Garage Location - Installation name and City/State/Country where vehicle will be used and stored

Building # - Installation building number (to determine if shared use or pooling is available)

of Personnel in Department - number of personnel by category Military, Civilian(CIV includes Foreign Employees), and Contractor

of Vehicles Assigned - Current number of vehicles assigned to department

Distance to Nearest C-Pool - Distance in miles to the nearest Public Works Transportation Department (C-Pool)

Section 2 - Inventory Objective (Completed by Requestor)

IO Action Requested- Select one of the following

- **Increase** - New requirement or if this increases your vehicle/equipment inventory
- **EQ Class/Type** - Type of Equipment you need to perform your mission
 - If IO is for Boat Trailer, the Boat Hull # should be identified in the Mission block
- **Right-Type** - If the current vehicle/equipment needs to be changed to the right type in order to perform mission
- **Current Plate#** - Current vehicle/equipment license plate # that needs to be changed to meet your mission

Provide Mission or Primary Function – The mission/justification statement should be a synopsis of the command's function

How is the mission currently fulfilled? (existing vehicles?) - List current vehicles/equipment that currently support this mission requirement (e.g. POV)

Provide Detailed Justification - If/when applicable, include pertinent governing instructions, notices, contracts, publications and regulations that reference/support the requirement. What will the vehicle/equipment regularly be used for at least 51% of the time?

Impact to mission if this requirement cannot be fulfilled? - Select the best mission impact statement from drop down selection.

1. **Can PW meet the requirement via service (shuttle, taxi service, etc.)?** Yes or No
2. **Will this vehicle/equipment be used by any other Departments?** - Yes or No
3. **Is a Slow Moving Vehicle (SMV) required?** Yes or No
4. **Will this vehicle/equipment be used by a contractor?** Yes or No

Provide further explanation for Qs 1-4 here as needed: - Enter explanation here. NOTE: For Q4, Contractor must provide a copy of the contract stating authorize use of GOV and proof of liability insurance

Projected Annual Mileage per Vehicle/Equipment - Project annual mileage or number of hours

Projected # of Trips per Day - Project number of trips vehicle/equipment will make in a day

Projected # of Personnel per Trip - Project the number of personnel that will have access to this vehicle

Section 3 – Vehicle and Equipment Specifications

Geographical Conditions –List the conditions your geographical area faces (i.e. snow, extreme cold or hot temperatures, etc.) or select from drop down menu

Cargo Load Requirements (for cargo regularly transported)

- **Length** - Enter length requirements of vehicle/equipment you require
- **Width** - Enter width requirements of vehicle/equipment you require
- **Height** - Enter height requirements of vehicle/equipment you require
- **Weight** - Enter weight requirement of vehicle/equipment you require

Type of Cargo Transported - List type of cargo you will be regularly transporting

Towing Capacity - Select the type of towing capacities needed

- **Pintle hook** - Check box if applicable
- **Tow package** - Check box if applicable
- **Weight of Towed Items** - Provide weight requirements

4x4 Required? - Check box and must provide detailed and thorough justification

Additional Equipment Requirements - List any additional requirements

Section 4 - Lease Authorization

Length of Contract - Provide the contract duration (number of years/months) for commercial lease requirement

Procurement vs. Lease Economic Analysis Sheet - Complete case-by-case evaluation of comparative costs and other factors to consider whether to lease or purchase a vehicle or equipment

Section 5 (If the IO Generator is a CNI-Resourced Activity, provide the following information)

CNI Region Name - Enter CNI Region Name

CNI Region UIC - Enter CNI region Unit Identification Code

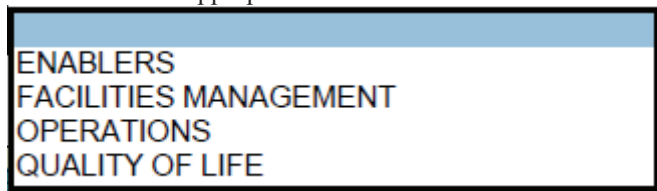
Functional Area - Select appropriate area from list



A screenshot of a web-based dropdown menu. The menu is open, showing a list of functional areas. The list includes: Airfield Operations, Communications (C5ISR), Emergency Services and ATFP, Expeditionary Support, Installation Support Services, Intermediate / Depot Level Maintenance, Logistics & Supply, Ordnance & Weapons Operations, and Other Installation Support. The menu has a blue header bar and a scroll bar on the right side.

IMAP Levels

- **Level 1** - select appropriate level 1



A screenshot of a web-based dropdown menu. The menu is open, showing a list of IMAP levels. The list includes: ENABLERS, FACILITIES MANAGEMENT, OPERATIONS, and QUALITY OF LIFE. The menu has a blue header bar and a scroll bar on the right side.

- **Level 2** - select appropriate level 2 from listing
- **Level 3** - select appropriate level 3 from listing
- **Level 4** - select appropriate level 4 from listing

Section 6 – Activity Authorized POC Approval

BSO Name & UIC - Budget Submitting Office Name and Unit Identification Code of the activity

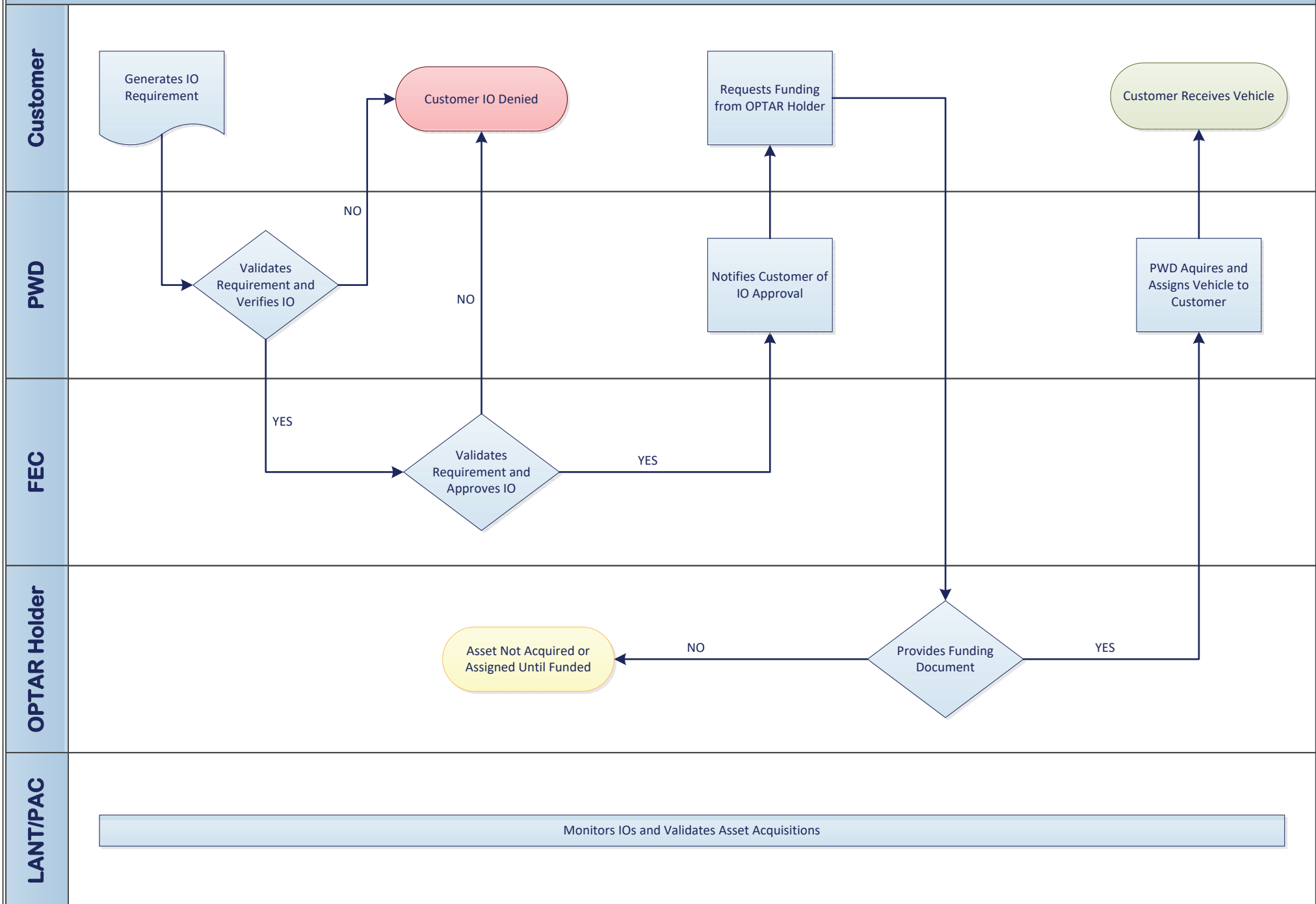
Activity POC - Individual with authority to validate the request and confirm that the requirement as entered is accurate (Approver must be a minimum rank of O4 or GS13)

Section 7 – Activity Funds Manager Approval (TR RPD if CNIC Requirement)

Procurement Fund Type – (use N/A if leasing only) Fund sources e.g. OPN, NAF, NWCF, RTD&E and OPN-BTR* for customer owned asset. Select from the drop down menu. *BTR - Below Threshold Reprogramming is a minor actions not otherwise requiring congressional approval that may be accomplished within the DoD Components. BTR process for NTVE is to accommodate Emergent Requirements within the current fiscal year only and requires HQ approval

Lease / Maintenance Fund Type - (use N/A if purchasing only) Fund sources e.g. OMN, NAF, NWCF and RDT&E for customer renting a vehicle/equipment from PWD Transportation. Select from the drop down menu.

INVENTORY OBJECTIVE APPROVAL AND FUNDING PROCESS



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.		