



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
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NAVSUPACT NAPLES INST 11240.30D
N4
5 Jul 23

NAVSUPACT NAPLES INSTRUCTION 11240.30D

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

Subj: COMMAND POLICY CONCERNING ACCIDENT AND ABUSE OF
GOVERNMENT VEHICLES

Ref: (a) DoDM 4500.36 of July 2015, Acquisition, Management, and Use of DoD Non-
Tactical Vehicles
(b) NAVFAC P-300, Management of Transportation Equipment

1. Purpose. To promulgate procedures to curb transportation accidents, abuse of government vehicles, to clarify the routing of investigations, and the Operator's requirement to submit a Motor Vehicle Accident Report (SF-91).

2. Cancellation. NAVSUPACTNAPLESINST 11240.30C.

3. Scope. This instruction applies to all personnel operating or utilizing units of Civil Engineering Support Equipment (CESE) and non-CESE equipment managed by Naval Facility Engineering Command Europe, Africa, Southwest Asia, Public Works Department, Naples, Italy regardless of the user's official status or parent command. This equipment includes Navy owned, General Services Administration (GSA) and rented/leased equipment identified and managed per references (a) and (b).

4. Action

a. Due to the rising cost of unscheduled maintenance and accident repairs, Commanding Officers, Officers in Charge and Department Heads of tenant activities will:

(1) Ensure that government vehicles are used for official use only, and that drivers are properly licensed and are aware of their responsibilities including conducting preoperative inspections, proper utilization and operation of assigned equipment and accident reporting procedures. Questions regarding proper utilization of government vehicles should be directed to the Transportation Branch Head, Public Works Department (PWD), Naples, Italy.

(2) Ensure that drivers of Navy vehicles involved in an accident, regardless of severity, report the incident to NAVSUPACT Naples' Security Department, complete an SF-91 and deliver it to the Transportation Branch, PWD Naples, within 24 hours. Failure to provide an SF-91 will result in the loss of the government vehicle assigned and/or the denial of any future

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requests for vehicle support. In the event that an SF-91 cannot be prepared by the driver because of injury or death, the next senior person in the organization will complete the report. As per reference (b), the PWD Transportation Branch will maintain all SF-91s for six years.

b. When a vehicle is "deadline" for repairs resulting from improper operation, accident, negligence and/or abuse, there will be no replacement vehicle unless a vehicle is available and approved by the Transportation Branch Head. Replacement vehicles will be justified by the user's activity or department. A request for the replacement vehicle will be submitted to the Transportation Dispatch Office with the following:

(1) A discussion of the circumstances of the accident and what action will be taken.

(2) Explain why the mission cannot be performed without a replacement vehicle.

(3) Show evidence of programs instituted to reduce and/or prevent accidents.

c. Only under the most extenuating circumstances will a replacement be authorized.

d. All accidents that may result in a possible claim against the government and/or that meet the requirement for a formal investigation under the Judge Advocate General (JAG) Manual will be forwarded to the Staff Judge Advocate, NAVSUPPACT Naples.

e. NAVSUPPACT Naples departments and tenant activities are responsible for all vehicular accident damage costs regardless of fault. The cost for repairs resulting from abuse or accidents will be funded by the responsible departments/activities regardless of fault.

3. 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).

4. 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

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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

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