



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

FPO AE 09622-0001

NAVSUPPACT NAPLES INST 11240.31C

N4

4 NOV 2011

NAVSUPPACT NAPLES INSTRUCTION 11240.31C

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

Subj: ASSIGNMENT, UTILIZATION, AND OPERATION OF CIVIL ENGINEERING SUPPORT EQUIPMENT

Ref: (a) NAVFAC P-300

Encl: (1) IO Increase/Change Request Form

1. Purpose. To establish policy, procedures, and regulations governing the assignment, utilization, and operation of Civil Engineering Support Equipment (CESE) assigned to U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy and its tenant commands.

2. Cancellation. NAVSUPPACT NAPLES INST 11240.31B.

3. Scope. This instruction applies to all personnel operating or utilizing units of CESE owned and managed by Naval Facility Engineering Command Europe, Africa, Southwest Asia (NAVFAC EURAFSWA), Public Works Department (PWD), Base Vehicle and Support Equipment (BSVE) Branch, Naples, Italy and assigned to NAVSUPPACT Naples departments and its tenant commands. This equipment includes Navy owned, General Services Administration (GSA) and rented/leased equipment indentified and managed as per reference (a).

4. Transportation Representative. Each NAVSUPPACT Naples department and tenant command utilizing PWD, Naples CESE will designate an E-7 or above (or civilian equivalent) as their transportation representative. Representatives will provide liaison between the BSVE Branch and the user. Representatives are required to provide name and contact information for their replacement to the BSVE Branch Head prior to their transfer to ensure continuity.

5. Assignment. All Class B permanently assigned vehicles will be justified in writing every September utilizing enclosure (1). One form is required to be submitted for each vehicle assigned and for each additional vehicle requested. Failure to provide

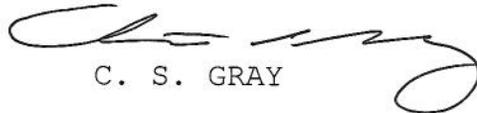
- 4 NOV 2011

justification will result in the cancellation of that vehicle assignment. Request for additional, new or change in assignment will be initiated by the Transportation Representative only. All requests will be reviewed for validity, but in no case will the Inventory Objective (IO) be exceeded to meet additional requirements. The BSVE Branch Head will re-assign any excess CESE or after strict validation (and if funding is available) request an increase in the IO as required. Unfilled requests will remain on file for one year.

6. Utilization. One primary measure of CESE justification is the utilization. Each Transportation Representative will ensure a minimum of 5,000 miles annual utilization per vehicle and rotate higher mileage vehicles within their department to prevent excessive wear on any vehicle. Specialized equipment, such as fire trucks, ambulances, fuel trucks, tow trucks, etc., are exempt from the annual mileage utilization requirement.

7. Operation. The proper operation of equipment is essential to maintaining a reliable transportation fleet. Excessive wear and tear will increase rental rates and maintenance costs of the vehicles. 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.

8. Action. All NAVSUPPACT Naples departments and tenant commands using NAVFAC EURAFSWA CESE assets will comply with the provisions set forth in this instruction.

  
C. S. GRAY

Distribution:

NAVSUPPACT NAPLES INST 5216.4Z

Lists: I through IV

Electronic via NAVSUPPACT NAPLES web site:

<https://www.cnic.navy.mil/Naples/About/Departments/Administration/AdministrativeServices/Instruction/index.htm>

**IO INCREASE / CHANGE REQUEST**  
**ABOVE THE LINE - PLMO USE ONLY**

Justification:

**IO Gen UIC:**  
PLMO UIC

Interview POC Name:  
BSO UIC:  
Utilization Target:  
Physical Location:  
Current EC:  
Cust Ref Code:  
Level 1:  
Level 3:  
Remarks / Comments:  
Priority Code:  
Start Date:

Region UIC:  
Annual Util-Current:

Site Description:  
Interview POC Phone:  
USN:  
Validated EC:

Location:  
Level 2:  
Level 4:  
New Requirement:  
IO Adjusted:  
IO ID:

TRIO Date:

Name of Program Manager (print): Phone #

Person Interviewed: Phone # Email:

Requirement (new or current): Annotate "New" or "Current"

Funding Source: CNIC Y / N: If no, who funds your vehicle:

Requested or current equipment utilized - Equip Code (EC) and Description:

USN or GSA Tag Number:

Vehicles Physical Location: (bldg # and base ):

Special Requirements (4x4, hydraulic tailgate, tow hitch, etc.):

Explain any existing geographical terrain/weather conditions:

Load dimensions and weight of items transported:

Primary Mission and Function Describe Actual Use:

Expected annual mileage NOT Odometer:

How many people does this vehicle support within the division/work center?

Enclosure (1)

**IO INCREASE / CHANGE REQUEST**

Number of trips per day:

Do contractors use government vehicles; if yes does the contract specify use of government vehicle and is private insurance in place:

Is the vehicle utilized by other Programs? If yes, Explain:

How many people are transported in this vehicle, per trip and on a daily basis?

How is the vehicle controlled to ensure maximum utilization?

Is the vehicle used as a duty vehicle after 1600 or on weekends?

Is the vehicle on scheduled runs (e.g. parts run every Tuesday)?

Is the vehicle operated off base? (Y/N):

Could a Slow Moving Vehicle (SMV) be used? (e.g. electric vehicle, GEM, etc. (Y/N):

If not, please explain why:

Can work be done via scheduled service, shuttle bus, taxi or C-pool service? If not, explain why.  
(Y/N)

Describe the impact to your mission if a vehicle can not be provided: