DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
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NAVSUPPACT NAPLES INST 11240.30C
N4

16 NOV 2011

NAVSUPPACT NAPLES INSTRUCTION 11240.30C

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

Subj: COMMAND POLICY CONCERNING ACCIDENT AND ABUSE OF GOVERNMENT VEHICLES

Ref: (a) DOD 4500.36-R
(b) NAVFAC P-300

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

2. Cancellation. NAVSUPPACT NAPLES INST 11240.30B.

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 Base Support Vehicles and Equipment (BSVE) 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 NAVSUPPACT Naples' Security Department, complete an SF-91 and deliver it to the BSVE 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 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. In accordance with reference (b), BSVE Branch will maintain all SF-91's for six years.

b. When a vehicle is "deadlined" 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 BSVE 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 BSVE Branch Head 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. If no replacements are available, a rental vehicle can be procured if the rental cost is absorbed by the requesting customer.

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.

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