



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTIVE

Transportation and Leased Motor Vehicles

DeCAD 40-11
January 7, 2009

Performance and Policy
OPR: DeCA/DOB

References: See Enclosure 1

1. REISSUANCE AND PURPOSE. This Directive:

- a. Reissues DeCA Directive (DeCAD) 40-11, "Transportation Program," (Reference (a)) to establish policy and assign responsibilities for DeCA to use in the transportation of commissary merchandise, equipment, and supplies by ocean carrier or aircraft. Guidance is also provided in the operation and maintenance of government-leased/owned vehicles.
- b. Incorporates and cancels DeCAD 40-14, "Airlift Transportation Procedures," (Reference (b)) and DeCAD 40-16, "Management and Use of Motor Vehicles," (Reference (c)).
- c. Is established in compliance with references listed in Enclosure 1.

2. APPLICABILITY. This Directive applies to all DeCA activities involved in the transportation of commissary merchandise, equipment, and supplies. This Directive also applies to all involved in the operation and maintenance of government-leased/owned vehicles.

3. POLICY. It is DeCA policy that:

- a. The Directorate of Performance and Policy (DO) maintains publications regarding the transportation of commissary merchandise and fleet management responsibilities for the administration, operation, and acquisition of motor vehicles to support commissary operations.
- b. DO will ensure policy content conforms to DeCA regulations, as well as to the statutes, executive orders, and other requirements of higher authority. DeCA receives transportation policy guidance from the United States Transportation Command (USTRANSCOM). The Office of the Secretary of Defense has granted DeCA the authority to manage the administration, operation, and acquisition of motor vehicles. This responsibility also includes maintenance and repair of assigned vehicles.

4. RESPONSIBILITIES.

a. Defense Transportation System (DTS). DTS is the worldwide transportation infrastructure that supports DoD through its transportation component commands – Air Mobility Command (AMC) and Surface Deployment and Distribution Command (SDDC). DeCA receives the following support from these two commands:

(1) AMC provides air transportation for DeCA subsistence, supplies, and equipment on a worldwide basis.

(2) SDDC provides freight traffic management services, contract support for ocean carrier service, common-user ocean terminal support, operational management of defense intermodal containers, and ocean cargo booking for sealift cargo.

b. Headquarters (HQ) DeCA Product Support, Virtual Commissary and Transportation Division (PVST); DeCA West Supply-Transportation (RWOS); and DeCA Europe Operations Staff (RUO). HQ DeCA PSVT, RWOS, and RUD oversee the planning, budgeting, executing, and monitoring of transportation functions to enable the worldwide movement of resale subsistence, supplies, and equipment. Transportation functions include forecasting requirements, shipment planning, clearing and booking cargo, documentation, in-transit visibility, transportation discrepancies, performance reporting, and bill paying. Also, depending on the mode of transportation, the following should be considered:

(1) Decisions to airlift product on a routine or emergency basis are the responsibility of PSVT and regional offices. Airlift is extremely costly and will be monitored by the transportation offices to contain costs.

(a) Routine Airlift. Several countries receive airlift of highly perishable fresh fruits and vegetables (FF&V), dairy, and meat products because surface transportation is untimely. The following countries receive routine airlift: Azores, Cuba, Turkey, Egypt, Kuwait, Korea, Japan, Okinawa, and Guam.

(b) Emergency Airlift. An emergency is defined as an order placed before or after a normal order cycle to support a critical health need or installation mission requirement. Airlift may be requested and approved for critical equipment/repair parts for refrigeration, automation, and material handling equipment. The regional transportation offices determine emergency needs and coordinate with PSVT so funding will be available.

(c) Airlift Booking of FF&V for Guantanamo Bay, Cuba (GITMO). The HQ DeCA traffic management specialist is responsible for preparing the air clearance and bookings for FF&V going to GITMO on a weekly basis.

(2) If the product will be sent over the ocean, shipping information will be entered into the Electronic Shipper System (ESS), which is accessible via a Web page on the Electronic Transportation Acquisition System. The ESS provides status for each order number, detailed content data, and associated shipping instruction data. DeCA's transportation offices are responsible for booking the required number of containers requested by distributors and load source vendors. All bookings will be with carriers that have established contracts with USTRANSCOM.

c. The movement of subsistence worldwide presents several transportation challenges. Container backlogs result in container detention charges and can become very costly to the government. PSVT and

regional offices will monitor carrier performance through the execution of a Quality Assurance Program (QAP). The QAP provides guidance and standards to systematically and effectively monitor and improve government and carrier performance.

(1) After a carrier accepts DeCA's request for a shipment, the carrier accepts responsibility for providing equipment to load and deliver products within a specified timeframe.

(2) The transportation offices are responsible for monitoring late shipments for each container. If required, the transportation office will provide the overseas consignee a weekly container activity report.

d. PSVT. PSVT is responsible for monitoring the transportation needs for the onsite Guard/Reserve sales and providing commissaries the names and telephone numbers for their local base transportation officers to obtain transportation needs if their distributors are unable to assist. They are also responsible for signing the DD Form 250, "Material Inspection and Receiving Report," approving payment to distributors that commissaries used to move product from the commissary to the onsite sale and for the backhaul of excess product.

e. PSVT Pay All Transportation Bills.

(1) PSVT is responsible for paying all transportation program bills and second destination transportation bills. SDDC and AMC generate transportation bills for shipping subsistence, supplies, equipment, household goods, and privately owned vehicles. Transportation bill paying involves reviewing transportation charges for accuracy, validity, and processing the bill for payment.

(2) The transportation operating agencies create a bill for DeCA based on DeCA transportation account codes. The agencies send the statement and supporting documentation to the Defense Finance and Accounting System - Omaha for creation of a Standard Form 1080, "Voucher for Transfers Between Appropriations and/or Funds," billing document. Bills are reviewed, certified, and paid.

f. HQ DeCA Equipment Maintenance and Replacement Branch (DOLM). HQ DeCA DOLM manages the administration, operation, and acquisition of motor vehicles. This responsibility also includes maintenance and repair of assigned vehicles. Specific HQ DeCA DOLM responsibilities are:

(1) Establish and promulgate policy for fleet management of motor vehicles to support commissary operations.

(2) Establish and provide implementing procedures that will result in an efficient and effective means of accumulating and reporting data required for the management and control of assigned motor vehicles.

(3) Administer procurement/lease approval in accordance with DoD policy.

(4) Administer public vehicle laws relating to:

(a) Commercial type operation.

(b) Section 1349 of Title 31, United States Code (Reference d), and DoD 4500.36-R (Reference e), the use of all government-owned or government-leased vehicles is RESTRICTED TO OFFICIAL USE ONLY.

(c) The sale, replacement, and retirement of assigned vehicles in accordance with DoD 4160.21M, "Defense Materiel Disposition Manual," (Reference (f)).

(d) Accidents and traffic violations which need to be reported to the immediate supervisor and HQ DeCA DOLM as soon as possible.

(e) The U.S. Government Fleet Service credit card (Voyager card) will be used for fuel and minor repairs/parts in the continental United States and Far East. DeCA Europe will use fuel coupons purchased from the Army and Air Force Exchange Service (AAFES). Fuel coupons can only be redeemed at AAFES and Esso gas stations.

(f) Further details regarding vehicle use, fuel purchases, repairs, traffic violations, and accidents are available through HQ DeCA DOLM.

(5) Maintain a consolidated and complete motor vehicle management and control database consisting of pertinent vehicle inventory, maintenance data, and tag assignments for all DeCA activities.

(6) All vehicles will be managed regardless of source.

(a) General Services Administration (GSA) lease.

(b) Host installation lease.

(c) Europe Region Lease Program.

(d) Other leased vehicles.

(e) DeCA-owned vehicles.

(7) Assign vehicle registration numbers.

(8) Assign a Voyager card to all DeCA-owned vehicles with the vehicle number stamped on the card. Voyager card purchases can only be made for the vehicle to which it is assigned.

g. Vehicle Users. Users of DeCA or GSA vehicles will abide by the appropriate rules and guidance and shall:

(1) Maintain documentary control records and inventories for all assigned vehicles.

(2) Develop and forward for HQ DeCA DOLM review, any vehicle replacement requirements, including priority, quantity, type of equipment, estimated acquisition/lease cost comparison, and justification for the need of the equipment. In areas where GSA is not used, the purchase of a new vehicle will be studied to determine financial feasibility by the region director, and a request for purchase will be turned in to HQ DeCA for financing.

(3) Follow appropriate guidance within DeCAD 30-17, "Safety and Occupational Health Programs," Chapter 10.

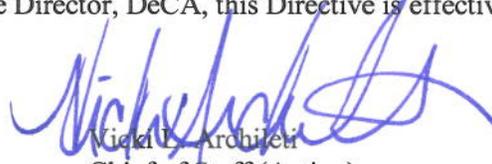
(4) On a quarterly basis, outside the continental United States, operations should forward fuel and lease cost records to HQ DeCA DOLM to update the database and GSA reporting requirements

through the Federal Automotive Statistical Tool.

5. MANAGEMENT CONTROL SYSTEM. This Directive does not contain internal management control provisions that are subject to evaluation, testing, and other requirements of DeCAD 70-2, "Internal Control Program," and as specified by the Federal Managers' Financial Integrity Act.

6. RELEASABILITY – UNLIMITED. This Directive is approved for public release and is located on DeCA's Internet Web site at www.commissaries.com.

7. EFFECTIVE DATE. By order of the Director, DeCA, this Directive is effective immediately.



Nicky L. Archilei
Chief of Staff (Acting)

Enclosures

1. References
2. Acronyms

ENCLOSURE 1

REFERENCES

- (a) DeCA Directive 40-11, "Transportation Program," November 6, 1992 (hereby cancelled)
- (b) DeCA Directive 40-14, "Airlift Transportation Procedures," October 30, 1992 (hereby cancelled)
- (c) DeCA Directive 40-16, "Management and Use of Motor Vehicles," July 24, 1992 (hereby cancelled)
- (d) Section 1349 of title 31, United States Code
- (e) DoD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," March 1994
- (f) DoD 4160.21-M, "Defense Materiel Disposition Manual," August 1997
- (g) DoD Instruction 4500.57, "Transportation and Traffic Management," March 18, 2008
- (h) DoD Instruction 1330.17, "Armed Services Commissary Operations," October 8, 2008
- (i) Air Mobility Command (AMC), "AMC Air Channel Sequence Listing," January 1, 2008
- (j) Defense Transportation Regulation (DTR) 4500.9-R-Part II, "Cargo Movement," November 2004
- (k) Defense Transportation Regulation (DTR) 4500-9.4-R-Part V, "DoD Customs and Border Clearance Policies and Procedures," September 2006
- (l) USTRANSCOM/Surface Deployment and Distribution Command (SDDC) Ocean/Air/Trucking Contracts covering OCONUS (updated quarterly)
- (m) USTRANSCOM Universal Service Contract and Rate Guide (updated quarterly)
- (n) DoD 4140.25-M, "DoD Management of Bulk Petroleum Products, Natural Gas, and Coal," Volume II, chapter 16, current edition
- (o) Section 2672 of title 28, United States Code
- (p) DoD Directive 4140.1, "Supply Chain Materiel Management Policy," April 22, 2004
- (q) DoD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," March 16, 2007
- (r) DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008

GLOSSARY

ACRONYMS

AMC	Air Mobility Command
AAFES	Army and Air Force Exchange Service
DeCAD	Defense Commissary Agency Directive
DO	Directorate of Performance and Policy
DoD	Department of Defense
DOLM	Equipment Maintenance and Replacement Branch
DTS	Defense Transportation System
ESS	Electronic Shipper System
ETA	Electronic Transportation Acquisition System
FF&V	fresh fruits and vegetables
GITMO	Guantanamo Bay, Cuba
GSA	General Services Administration
HQ	headquarters
PSVT	Product Support, Virtual Commissary and Transportation Division
QAP	Quality Assurance Program
RWOS	DeCA West Supply-Transportation
RUO	DeCA Europe Operations Staff
SDDC	Surface Deployment and Distribution Command
USTRANSCOM	United States Transportation Command