



DECA DIRECTIVE 45-02

MANAGEMENT AND USE OF MOTOR VEHICLES

Originating Component:	Logistics Directorate
Effective:	April 21, 2017
Releasability:	Unlimited. This directive is approved for public release and is located on DeCA's internet website at www.commissaries.com .
Establishes	DeCA Directive 45-02, "Management and Use of Motor Vehicles," April 21, 2017
Cancels:	DeCA Directive 40-16, "Management and Use of Motor Vehicles," November 7, 2003
Approved by:	Timothy C. Ford Chief, Administration Division

Purpose: This Directive:

- This directive hereby cancelled Defense Commissary Agency Directive (DeCAD) 40-16, "Management and Use of Motor Vehicles," and establishes DeCAD 45-02 "Management and Use of Motor Vehicles" April 17, 2017. Relocates policy and assigns responsibilities for DeCA's use in the transportation of commissary merchandise, equipment, and supplies. Guidance is also provided in the operation and maintenance of government-leased/owned vehicles.
- Is established in compliance with references listed in Enclosure 1.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. 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, in accordance with (IAW) Department of Defense (DoD) Directive 5105.55 “Defense Commissary Agency (DeCA).”

1.2. POLICY. It is DeCA policy that:

a. The Directorate of Logistics (LEL) 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. LEL 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 Office of the Secretary of Defense (OSD). OSD 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.

SECTION 2: RESPONSIBILITIES

a. Headquarters (HQ) DeCA LEL, comprised of the Equipment Division (LELE), Property Accountability Division (LELP), and Distribution/Transportation Division (LELD); manages the administration, operation, and acquisition of motor vehicles. This responsibility also includes maintenance and repair of assigned vehicles. Specifically, HQ DeCA LELD Fleet Manager 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 IAW DoD policy.

(4) Administer public vehicle laws relating to:

(a) Commercial type operation.

(b) Section 1349 of Title 31, United States Code (USC), and DoD 4500.36-R, 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 IAW DoD 4160.21M, "Defense Materiel Disposition Manual."

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

(e) The U.S. Government Fleet Service credit card (Wright Express/WEX card) will be used for fuel and minor repairs/parts in the continental United States and United States Territories. The Pacific Theater will continue to purchase fuel via Military Interdepartmental Purchase Request (MIPR). For the European Theater, the Exchange Service fuel ration card will be used.

(f) Further details regarding vehicle use, fuel.

(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 Area Lease Program.
- (d) Other leased vehicles.
- (e) DeCA-owned vehicles.

(7) Assign vehicle registration numbers.

(8) WEX cards will be assigned to stores and Central Distribution Centers (CDCs) for the purchase of fuel and minor repair costs (not to exceed \$500.00) for agency owned equipment; i.e. vehicles, Material Handling Equipment (MHE) propane, etc.

b. 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 to HQ DeCA for LELD review, any vehicle replacement requirements, including priority, quantity, type of equipment, estimated acquisition/lease cost comparison, and justification of the need for the equipment. In areas where GSA is not available, the purchase of a new vehicle will be studied to determine financial feasibility by the area director, and a request for purchase will be turned in to HQ Fleet Manager/DeCA for requested funding.

(3) Follow appropriate guidance within Defense Commissary Agency Manual (DeCAM) 30-17.1, "Safety and Occupational Health Programs," Chapter 11.

(4) On a monthly basis, outside the continental United States, operations should forward fuel and lease cost records to HQ DeCA LELD to update the database and GSA reporting requirements to include repair costs as well.

(5) Operations of GSA and DeCA-owned vehicles will comply with guidance according to DoD Manual 4500.36, "Acquisition Management, and Use of DoD Non-Tactical Vehicles."

c. This Directive contains internal management control provisions that are subject to evaluation and testing as required by DeCAD 70-2 "Internal Control Program."

GLOSSARY

G.1. ACRONYMS.

CDC	Central Distribution Center
DeCAD	Defense Commissary Agency Directive
DeCAM	Defense Commissary Agency Manual
DoD	Department of Defense
DoDI	Department of Defense Instruction
GSA	General Services Administration
HQ	Headquarters
IAW	in accordance with
LEL	Directorate of Logistics
LELD	Logistics Directorate, Distribution/Transportation Division
LELE	Logistics Directorate, Equipment Division
LELP	Logistics Directorate, Property Accountability Division
MHE	Material Handling Equipment
MIPR	Military Interdepartmental Purchase Request
OSD	Office of the Secretary of Defense
USC	United States Code
WEX	Wright Express card

REFERENCES

- DeCA Directive 40-11, "Transportation Program," November 6, 1992 (hereby cancelled)
- DeCA Directive 40-16, "Management and Use of Motor Vehicles," November 7, 2003 (hereby cancelled)
- DeCA Directive 70-2 "Internal Control Program," December 17, 2007
- DeCA Manual 30-17.1, "Safety and Occupational Health Programs," Chapter 11, February 3, 2010
- DoD 4160.21-M, Volume 1, "Defense Materiel Disposition: Disposal Guidance and Procedures," October 22, 2015
- DoD Manual 4500.36, "Acquisition Management and Use of DoD Non-Tactical Vehicles," July 7, 2015
- DoD Directive 5105.55 "Defense Commissary Agency (DeCA)," March 12, 2008
- DoD Instruction 5052.01 "DOD Directives Systems," June 6, 2014
- United States Code, Title 31, Section 1349