



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 11240.1D  
N4

1 NOV 2019

NETC STAFF INSTRUCTION 11240.1D

From: Commander, Naval Education and Training Command

Subj: MANAGEMENT AND USE OF GOVERNMENT VEHICLES ASSIGNED TO THE  
NAVAL EDUCATION AND TRAINING COMMAND HEADQUARTERS STAFF

Ref: (a) NASPNCLAINST 11240.3J  
(b) OPNAVINST 11240.8H  
(c) OPNAVINST 6100.2A

1. Purpose. To promulgate policy and assign responsibilities for the management and use of government motor vehicles assigned to the Naval Education and Training Command (NETC) Pensacola Headquarters (HQ) Staff.

2. Cancellation. NETCSTAFFINST 11240.1C.

3. Background. The NETC Staff receives transportation support from Naval Air Station (NAS) Pensacola, as set forth in reference (a). A limited number of vehicles are assigned to the staff to conduct official business. Reference (a), and this instruction, govern the use of these vehicles.

4. Categories of Vehicles

a. Class "A". A vehicle assigned to a billet on the basis of responsibility inherent in the billet or rank of the incumbent. Per reference (b), Class "A" assignments must be approved by the Chief of Naval Operations.

b. Class "B". Organizationally assigned vehicles based on justified recurring need for the efficient conduct of official business. Class "B" vehicles are assigned to the NETC HQ for official use by staff personnel.

c. Class "C". Pool vehicles are controlled by NAS Pensacola. Class "C" vehicles may be requested by the transportation coordinator of each tenant command as required.

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## 5. Policy

a. Commander, NETC has been authorized one Class "A" vehicle for official use. The Executive Assistant or Flag Aide will regulate the use of this vehicle. The key is retained by the Flag Writer.

b. NETC HQ has been assigned one Class "B" vehicle (Class "B" vehicle is available to any member of the NETC Staff in possession of a valid driver's license). Keys for the vehicle are retained in the First Lieutenant's office. The vehicle is available on a first come, first serve basis unless it has been reserved ahead of time. Requests for reservation of the vehicle shall be submitted to the First Lieutenant via e-mail, in writing, or by work request as far in advance as practicable. Where conflicts arise, rank and nature of business will determine the schedule. Drivers shall sign out the vehicle each time keys are taken and sign in upon return.

c. Staff employees having vehicle requirements which cannot be met with the normally assigned Class "B" vehicle shall submit vehicle requirements via a First Lieutenant Work Request located on the NETC Intranet via My Navy Portal (<https://www.mnp.navy.mil/group/netc-intranet/first-lt>) as far in advance as practicable to coordinate short-term rentals. If the NETC Intranet Website is not available (i.e., offline), an email sent to the First Lieutenant Office will suffice. Three days minimum advance notice is required. The First Lieutenant will coordinate with NAS Pensacola and the Public Works Department (PWD) to obtain the needed vehicles. This includes vehicle requirements for conferences, ceremonies, and any other function having additional vehicle requirements.

d. Conference sponsors are advised to notify out-of-town attendees (except flag officers) that no military transportation services are available between the Pensacola Regional Airport and NAS Pensacola. Since vehicles may not always be available for local transportation needs, conference sponsors should make arrangements with the First Lieutenant as early as possible.

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6. Responsibilities

a. First Lieutenant

(1) Serves as the NETC Staff Transportation Coordinator for vehicles assigned to the NETC Staff.

(2) Responsible for custody and dispatch of assigned vehicles during normal working hours.

(3) Coordinates transportation requests received from staff members with the Facilities Management Department, NAS Pensacola, and PWD.

b. Vehicle Operator

(1) Each day, prior to the operation of a vehicle, the operator or driver will check the fuel, tires, oil, brakes, steering, and cooling system. This pre-check will be made using the Vehicle Operator's Inspection Guide and Trouble Report (NAVFAC 9-11240/13) in its entirety. If the fuel level is below the half mark, contact the First Lieutenant for a fuel card. The operator will deliver the completed NAVFAC 9-11240/13 with the vehicle keys to the First Lieutenant immediately upon return to Building 628.

(2) Per reference (c), smoking is not permitted in staff vehicles. This includes e-cigarettes. No person may possess e-cigarettes in any government vehicle loaned to NETC.

(3) Drivers are responsible for removing trash and other articles accumulated in vehicles during their use.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/>

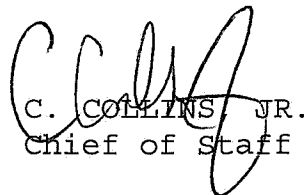
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AllItems.aspx. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance 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 is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it 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.

9. Forms. The following form is available for download from Naval Forms Online (<https://navalforms.documentservices.dla.mil/web/public/home>): NAVFAC 9-11240/13 (Operator's Inspection Guide and Trouble Report).



C. COLLINS, JR.  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the NETC public web site, <https://www.public.navy.mil/netc/directives.aspx>, or via HP Records Manager (HPRM).