



Transportation Products and Services FY24 Customer Guide



1 October 2023 – 30 September 2024

Overview of Transportation Services

The Transportation (TR) Product Line provides a wide range of transportation support such as Vehicle Assignments and Rentals, Crane and Rigging Operations and Certification, Cargo and Personnel Transport, Heavy Equipment Operations, Vehicle Operator Testing and Licensing, and Vehicle Maintenance and Repair.

Transportation Products and Services

Vehicle Rental

Vehicle assignments, both daily rental (C-POOL, "Hourly") support, and long-term continuous monthly rental (B-POOL, "Monthly") in accordance with NAVFAC P-300, Non-Tactical Vehicles & Equipment (NTVE) Program Management. Required qualifications are described in Training/Licensing below.

Vehicle Rentals (C-POOL)

Short-term vehicle rentals from the C-POOL are available from Bldg. 35 on Pearl Harbor and are intended as incremental requirements, such as a stake bed to haul materials several times per month, or a passenger van to transport additional personnel for planned event or work. C-POOL cannot be rented for extended periods of time that exceed 120 days, and 120 day rentals cannot be renewed concurrently. C-POOL is charged hourly and daily rates. These daily rates cover the cost of the ownership of the asset. The exception is with accidents.

Customers who have an accident with C-POOL vehicles will be charged the cost of the accident repairs, as well as accumulate the cost of the rentals period while the vehicle is being repaired.

If available, C-POOL vehicles may be rented at the hourly and daily cost while long-term assigned vehicles are in maintenance. Please keep in mind that costs to the long-term assigned vehicle continues while it is in maintenance.

In some cases, commercial rentals or commercial services are provided at cost plus if the organic C-POOL fleet is insufficient to support.

Parking tickets, tolls, and law enforcement citations are all the responsibility of the using activity. The using activity will perform investigation and assign responsibility within their activity to resolve any of these matters that occur during the period the vehicle is assigned to the customer.

In all cases, the activity is responsible to follow all laws and regulations that apply to using GOVs, in order to steward these limited resources. Drivers will be properly licensed and follow safe practices while operating the vehicle. **All accidents and damages must be reported to Transportation within 24 hours.**

Vehicle Assignments (B-POOL)

Long-term vehicle assignments are known as B-POOL assignments. All B-POOL assignments require formal approval that begins with your Fleet Specialist, includes review and approvals to ensure the requirement is fully justified by the requirements established in FMR 102-34, DoDM 4500.36, NAVFAC P-300, and all other regulations that govern federal automotive fleets. Please note that these requests receive a high degree of scrutiny, as mandated by laws and regulations. In all cases, a strong business case is required to grant an official authorization, known as an Inventory Objective. Business cases must present what mission will fail without the assignment, what work is being performed and why the type and number of vehicles requested is the absolute minimum, most cost efficient, and environmentally friendly required to successfully accomplishing the mission.

Currently, NAVFAC Hawaii is in a zero-cost, zero-fleet growth posture. Any approved increase or change in vehicle type does not guarantee that a vehicle will be available for assignment. In the case of new requirements, NAVFAC is only able to fill these as vehicles are turned in from other customers as no longer needed.

B-POOL assigned vehicles are charged according to the type of ownership and the cost streams indicated below:

- Navy-owned vehicles (N-plate) are charged for the cost of maintenance materials + maintenance labor + fuel used + Navy flat rate fee.
- GSA leased (G-plate) are charged GSA monthly lease rate per vehicle type + GSA monthly miles used + modification recapitalization costs + alternative fuel vehicle fleet surcharge + any agency incurred expense (AIE), e.g. user pumped premium fuel, user misuse of WEX, user did not obtain GSA approval for maintenance over \$100, or for prorated maintenance or replacement of batteries, tires, or glass.

Customers who have an accident with B-POOL vehicles will be charged the cost of the accident repairs, as well as accumulate the cost of the rentals period while the vehicle is being repaired.

Reimbursable customers who wish to turn in their assigned B-POOL vehicles will continue to see charges until the vehicle can be reassigned to another customer. In addition to this cost, customers are responsible for repairs and losses in value that is in excess fair wear and tear.

Parking tickets and law enforcement citations are all the responsibility of the using activity. The using activity will perform investigation and assign responsibility within their activity to resolve any of these matters that occur during the period the vehicle is assigned to the customer.

In all cases, the activity is responsible to follow all laws and regulations that apply to using GOV's, in order to steward these limited resources. Drivers will be properly licensed and follow safe practices while operating the vehicle. **All accidents and damages must be reported to Transportation within 24 hours.**

General Explanation of Vehicle Rental Rates

Downtime. Rental rates will continue on vehicles during downtime and/or periods of preventive maintenance or repair. Vehicle and equipment rental rates are not suspended during periods of downtime. Should a vehicle be required during periods of maintenance or repair, the customer may request a short-term rental through the C-Pool, if available.

To request the latest NAVFAC TR rental forms or submit your short-term vehicle request, send inquiries to:

Fleet Management Organizational Inbox

NFH_TVR@navy.mil

Vehicle/Heavy Equipment Operations

Dispatching of rental vehicles, equipment, and drivers for personnel, material, and cargo transportation (short and long haul (as authorized)). Specialized services include, but are not limited to, demolition projects, paving projects, excavation support, road/sidewalk repair, airfield maintenance, aggregate processing and reutilization, and Transportation planning.

Training and Licensing

Vehicle and equipment training is provided to meet JBPHH supported home ported/stationed commands; all visiting ships/commands are responsible for obtaining training/licensing from home station. NAVFAC P-300 approved licenses from other bases will be accepted at JBPHH. Due to recent changes by DOT, JBPHH is currently only able to provide training for man-lift and bucket truck. All licensing is issued strictly through ESAMS Licensing

Module. Training consists of two phases for all classes: theory (classroom) and range (hands-on), and both require an exam, and required passing score of 80%. Training schedule is posted quarterly. Classes outside of the schedule are not guaranteed and require the customer to coordinate equipment for the range.

Vehicle and Equipment Maintenance

Minor and major repair services on automotive, construction, material handling, aircraft/flight line, weight handling, specialized, and miscellaneous vehicles and equipment. Maintenance services include preventative & corrective maintenance, mobile maintenance, powertrain component overhaul; hydraulic cylinder rebuilds body and paint, and tire repairs.

Crane & Rigging Services

Crane and Rigging personnel utilize mobile cranes, rigging gear, and material handling equipment to provide service for ship movements (brows/shore power cables), weapons handling, minor ship maintenance, and other various weight handling support.

Weight Handling Equipment/Rigging Gear Certification

Preventative maintenance and repair, inspection, testing, and certification of weight handling equipment, and rigging gear in accordance with the NAVFAC P-307/P-300 guidelines. Provide technical advisory support for new crane installations/replacements of Cat 2 and 3 cranes. Review SOWs, design submittals, and provide recommendations/oversight for acceptance testing to the Contracting Officers. Conduct oversight of contractor weight handling operations IAW NAVFAC P-307 and industry standards onboard CNRH installations.

Crane Operator and Rigger Training and Crane Operator Licensing

Conduct Navy Crane Center approved category 1, 3, and 4 crane operator training and rigger training. Provide licensing and equipment familiarization for 1, 3, and 4 categories in accordance with NAVFAC P-307.

Operator Definitions

The following definitions are to be used as a reference to determine operations prices:

Light Truck Operators

Operate vans and trucks through 25,999 lbs. Gross Vehicle Weight (GVW).

Medium Truck Operators

Operate trucks through 32,000 lbs. GVW, including buses and tank trucks.

Tractor/Trailer Operators

Operate trucks and tractor and trailer combinations over 32,000 lbs. GVW.

Crane Operators

Operate truck-mounted cranes for the purpose of lifting and moving equipment and materials.

Heavy Equipment Operators

Operate heavy equipment such as bulldozers, backhoes, graders, rollers, scrapers, and other related construction equipment.

Transportation Public Works Department Points of Contact

Transportation Product Line Team Manager

Balbino "Bino" Barrientos

808-474-0659

balbino.c.barrientos.civ@us.navy.mil

Fleet Management Department Director

Martin Kaslausky

808-474-0470 or 808-474-0663

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Vehicle and Equipment Repairs/Maintenance Director

John Navasca

808-474-5797/808-931-9151

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Weight Handling Equipment (WHE) Director

Brian Archer

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brian.archer.civ@us.navy.mil

Heavy Vehicle and Equipment Operations Director

Andrew Ball

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Program Analyst (Finance-Funding)

Daniel Pentz

808-474-0741

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Transportation Public Works Business Line (PW7) Points of Contact

Transportation Product Line Director

Timothy Peris

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Weight Handling Equipment Program Manager

Jewel Fautanu

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Management and Program Analyst

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Program Analyst

Eliza Lauser

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Overview Funding Process

Customer Rates - Published customer rates are an established estimate to support Service Requests and Funding Requests estimates. Actual hourly rates charged against each WO may be slightly different.

- TR Labor Service Request – \$85.80/Hour
- TR Labor Service Request (OT) – \$128.70/Hour

Equipment Rates

| Category | Hourly | Daily |
|-----------------|--------|-------------|
| BUS | 99.54 | \$ 796.32 |
| CONSTRUCTION | 29.38 | \$ 235.04 |
| HEAVY DUTY | 31.99 | \$ 255.92 |
| LIGHT DUTY | 16.48 | \$ 131.84 |
| MEDIUM DUTY | 21.14 | \$ 169.12 |
| SEDAN | 16.87 | \$ 134.96 |
| WEIGHT HANDLING | 585.49 | \$ 4,683.92 |

Funding Requests – NAVFAC Hawaii utilizes e-Tracker to process all Customer funding documents. The below steps in Table 1 are intended to help Customers identify where their funding document is.

Note: Funding Requests for Service Requests should be funded on a quarterly basis, but customers may choose to fund annually.

If Customers exceed their Funding Document amount, FR Amendments will be sent by our Program Analysts requesting additional funds. Our Program Analysts will determine the appropriate split between Labor and Non-Labor funding breakdown for the Amendments.

Table 1 – TR Funding Requests

| Step | Action | Responsible | Financial Contact |
|------|------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Create FR | Program Analyst | Dan Pentz – TR Program Analyst (808) 474-0741 daniel.e.pentz.civ@us.navy.mil |
| 2 | Send Funding Document | Customer | |
| 3 | Review and Upload Funding Document | Program Analyst | |
| 4 | Submit to FM | Program Analyst | |
| 5 | FM receives Funding Document | Financial Analyst | |
| 6 | FM assigns for review | Financial Analyst | |
| 7 | FM reviews/approves or returns | Financial Analyst | |
| 8 | FM signs and accepts | Financial Analyst | |

TR TIP – When following-up on a Funding Request, send an email to your TR Program Analyst or Financial Analyst **AND** carbon copy (CC) the automated inbox referencing your FR # or document number.

TR TIP – When Step 8 is completed, you're accepted Funding Document will have your GLA on there as a note. It is critical that this information be shared with your TR Servicer.

TR Tip – Establishing your General Terms & Conditions (GT&C) number. Our TR Program Analysts and Financial Analysts typically do not know your GT&C number. If you need to establish a new GT&C, email the NAVFAC Headquarters central mailbox at NAVFAC_GTC_Requests@navy.mil.

- What is a GT&C – GT&Cs are Inter-Service Support Agreement (ISSA); DD Form 1144 “equivalents” to document the “business relationship” between the Requesting Agency and the Servicing Agency. A GT&C (or equivalent) is required before NAVFAC can accept funding.

Submitting a Service Request

When submitting a Service Request with a TR Service Provider, be as descriptive as possible by identifying the requirement, scope of the support, and location. This will help our TR departments with executing your request timely and efficiently.

Maintenance Service Desks

Pearl Harbor: 808-474-6248 / 808-474-6245

Hickam: 808-449-9672/ 808-449-7603

Work Order Status

Customers can call the Maintenance Service Desks for work order status Mon- Fri, 0700-1430.

Pearl Harbor: 808-474-6248/ 808-474-6245

Hickam: 808-449-9672/ 808-449-7603

After Hours Emergency Service Request

Emergency – Situations which require immediate action to prevent loss or damage to government property or essential mission operational capability – Response is within 1-2 hours. Emergency Service Requests can be submitted by anyone who identifies the emergency. This is submitted via the NAVFAC Hawaii Service Desk by calling 808-449-3100.