



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

IMPM-ZA

MAY 01 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #24, Use of Government Vehicles

1. References:

- a. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, dated 10 August 2004.
- b. DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, dated 16 March 2007.
- c. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), dated 18 June 2007.
- d. AR 385-10, The Army Safety Program, dated 27 November 2013.

2. Purpose: To provide guidance on the proper use of Government vehicles.

3. Applicability: This policy applies to all military and Department of Defense (DoD) civilian personnel assigned, attached, located or employed on the Presidio of Monterey (POM) and Ord Military Community (OMC). It also applies to Government contractors when a contract authorizes the use of Government owned or leased non-tactical vehicles (NTV).

4. Proponent: The proponent for this policy is the Logistics Readiness Center-Presidio of Monterey, Transportation Division, ASPA-LPM-TR.

5. Adverse Action: Military or civilian personnel who violate the provisions listed below may be subject to criminal or adverse administrative action IAW AR 58-1.

6. Official Use: Government vehicles, to include electric carts, will be used exclusively for conducting official business on and off post in support of Defense Language Institute Foreign Language Center & POM missions. Transportation for official use may begin and end at the individual's normal place of duty, or other officially designated assembly area, but shall not begin or end at a personal residence/domicile.

a. Official Ceremonies and Events. Military and civilian personnel may use Government vehicles when participating in official ceremonies and events such as

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Changes of command, promotion ceremonies and unit activations. This list is not exhaustive but only meant to serve as examples of official ceremonies or events.

b. Other Authorized Activities. Transportation may be provided to support other official activities, with case-by-case approval through the Transportation Office.

c. Dependent Travel. Dependents may be authorized transportation in Government vehicles only while accompanying their sponsors when the sponsors' transportation is authorized to conduct official business. Such use must be authorized in advance of travel by the Transportation Office, and is on a space-available basis. Use of additional vehicle or larger vehicle to provide transportation to dependents is prohibited.

7. Prohibited Usage: Personal and unofficial use of Government vehicles is strictly prohibited. The Transportation Office is available for guidance on what qualifies as prohibited use. Prohibited uses include but are not limited to:

- a. traveling between domicile and place of duty;
- b. traveling to/from unofficial social functions;
- c. conducting personal errands or side trips for unofficial purposes;
- d. transporting of dependents or visitors without an accompanying official;
- e. traveling to purchase a meal not in conjunction with official business;

f. conducting other unofficial activities, such as office luncheons, activities using informal funds, and informal fundraising activities.

8. Temporary Duty (TDY): When a Government vehicle is authorized while in a TDY status with TDY orders, the Government vehicle may be operated between places where the person's presence is required for official business, between such places and temporary lodging, or to and from commercial terminals.

a. "Commercial terminals" include airports, seaports, and train or bus stations. Authorization must be received in advance of travel from the Transportation Office, and the request for motor transportation (POM Form 14) submitted.

b. In the absence of regularly scheduled public transportation, or its use is impractical, a NTV may be operated between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, and similar places

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required for the comfort or health of the member, and which foster the continued efficient performance of Army business.

9. Permissible Operating Distance (POD): Generally, Government vehicles should not be used to travel beyond 100 miles (one-way) from POM or OMC. For requests to use Government vehicles beyond 100 miles (one-way), a POM Form 14, must be submitted to the Transportation Office prior to using Government vehicles.

a. POD Exceptions. Due to Mission requirements, travel to/from Camp Roberts, Travis Air Force Base, Benicia Cemetery, Fort Hunter Liggett, and Sharpe Army Depot is exempt from the POD.

b. POD Exception Approval. Units/activities are required to submit request(s) through the chain of command to the Garrison Commander for approval. For emergency travel, request verbal approval and then follow-up with a written request the next workday.

10. Testing, Licensing and Training:

a. In order to operate a Government vehicle, the operator must possess a valid state driver's license, and a copy of the certificate showing he/she has completed the Accident Avoidance Course (AAC) accessible through the Army Learning Management System, or AAC equivalent authorized through the Transportation Office. Retraining is required every four years.

b. An OF 346 is required to operate special use vehicles (e.g., ambulances, fire trucks, law enforcement vehicles, crash rescue vehicles, buses, tractors/trailers, etc.), Government vehicles equipped with manual transmission, passenger vans (over 12 passengers), and all Government vehicles with a Gross Vehicle Weight of 26,000 pounds and over. To obtain or renew an OF 346, the operator must complete training provided by the Transportation Office.

11. Utilization of assigned vehicles: The local utilization policy is established at 300 miles per month per assigned NTV, or 3,600 miles per year per assigned NTV. Regulation recommended mileage for NTVs is 833 to 2,033 per month. However, local utilization standards have been established at the installation level due to geographical area and mission requirements. Assigned vehicles should be fully utilized to meet official requirements. However, NTVs will not be operated only to achieve utilization goals.

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12. Dispatch of assigned vehicles: Operators with assigned vehicles must take vehicles in for dispatch of vehicles once per month. The vehicle operator and Transportation Office dispatcher will conduct a joint inspection, with results authenticated and retained by the Transportation Office. To schedule dispatch dates and times, or inquire about any issues related to dispatching vehicles, each activity with assigned Government vehicles must contact the Transportation Office at (831) 242-7785/7791.

13. Commanders, deans, and directors are responsible to maintain a system that ensures:

a. Operators are properly licensed in accordance with this policy prior to being authorized to operate a Government vehicle. Leaders will emphasize the importance of the driver safety.

b. Operators(s) will:

(1) Perform Preventive Maintenance Checks daily, using check sheet, before operating a Government vehicle and walk around the vehicle to check for any damage.

(2) Reporting accidents/damage or maintenance deficiencies. In the event of an accident, local law enforcement must be notified. Do not leave the scene of an accident. Accidents, damage, or deficiencies must be reported to the Transportation Office, telephone number (831) 242-7791 within one workday of the incident, and complete forms as required by the Transportation Office.

(3) Fuel vehicles using regular unleaded fuel or diesel as appropriate to the vehicle. Use of Supreme, Plus or Premium types of fuel is not authorized.

(4) Abide by all laws and regulations regarding safe driving, such as the use of seat belts and the prohibition against cell phone use and texting. Smoking, eating, or drinking inside Government vehicles is not authorized.

(5) Maintain the vehicle in a satisfactory order, removing any garbage or dirt. Each assigned vehicle is authorized two (2) basic car washes per month within designated cost limits.

(6) Support required maintenance of assigned recurring dispatch vehicles by taking the vehicle in for scheduled maintenance, and when required by Transportation Office.

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14. Exceptions: Only the Garrison Commander, or his authorized delegate, may grant exceptions to this policy.

15. The point of contact for this memorandum is Carissa Garcia, Chief of Transportation and can be reached at 831-242-6450 or carissa.g.garcia.civ@mail.mil


PAUL W. FELLINGER
COL, IN
Commanding

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