MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 29, Use of Government Vehicles

1. References:
   a. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, dated 12 June 2014.
   d. DoDM 4500.36, Acquisition, Management, and Use of Motor Vehicles, dated 7 July 2015.

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

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 (LRC) - POM, Transportation Division, ASCW-LPM-TT. This policy supersedes the previous policy dated 23 March 2017.

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 vehicles, will be used exclusively for conducting official business on and off post. 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 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 LRC Transportation Office.

c. Dependent Travel: Dependents may be authorized LRC 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 LRC Transportation Office, and is on a space-available basis.

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

   a. traveling between domicile and place of duty;

   b. traveling to/from unofficial private 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 LRC Transportation
Office, and the request for motor transportation (POM Form 14) must be submitted.

b. In absence of regularly scheduled public transportation, or when 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 required for the comfort or health of the member, and which foster the continued efficient performance of Army business. Using an NTV to travel to or from commercial entertainment facilities (professional sports venues, amusement parks, concerts, and so forth) is not authorized.

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 LRC Transportation Office prior to using Government vehicles. POM Form 14 must have the signatures of requestor, Unit/ Organization Transportation Coordinator and Organization Antiterrorism Officer (as required) prior to submission.

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

b. POD Exception Approval. Units/activities are required to submit request(s) through their chain of command for Commander/Director approval.

10. Tickets and Tolls

a. Traffic tickets: All drivers of Government owned or leased vehicles must comply with all traffic and safety laws and regulations. All agencies will be responsible for the payment of all traffic and parking violations.

b. Parking tickets: There is no immunity for operators of GSA Fleet vehicles from citations issued for parking in a fire hydrant area, restricted zones, double-parking, nonpayment of parking meter fees, etc. Citations for such violations must be responded to and become the personal liability of the vehicle operator.

c. Tolls: All toll tag and toll fee charges will be the responsibility of the agency.

11. Testing, Licensing and Training:

a. In order to operate a Government vehicle, the operator must possess a valid
state driver's license.

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 LRC Transportation Office.

12. Utilization of assigned vehicles: 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 established requirements. NTVs will not be operated only to achieve utilization goals.

13. 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 LRC 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 LRC Transportation Office at (831) 242- 7785/7791.

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

a. Dispatched vehicles are used appropriately, effectively, and for official use only.

b. 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.

c. 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) Report 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, deficiencies, and/or required forms must be reported to
the LRC Transportation Office, telephone number (831) 242-7791 or POM building 220, within one workday of the incident.

(3) Report the theft or loss of a vehicle or any of its component parts, including license plates. The loss should be reported to: the operator’s immediate supervisor, the TMP office, and police.

(4) 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.

(5) 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 and eating inside Government vehicles is not authorized.

(6) 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.

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

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

16. Point of Contact is the LRC Transportation Office at 831-242-6380 or 831-242-6450.

GREGORY J. FORD
COL, MI
Commanding

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