



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

AMIM-PMG-ZA (100)

MEMORANDUM FOR Presidio of Monterey Installation

SUBJECT: United States Army Garrison Presidio of Monterey (PoM), Command Policy  
#22 - Use of Government Vehicles

1. References:

- a. AR 58-1, Management, Acquisition, and Use of Motor Vehicles.
  - b. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Testing, and Licensing).
  - c. AR 385-10, The Army Safety and Occupational Health Program.
  - d. DoDM 4500.36, Acquisition, Management, and Use of DoD Non-Tactical Vehicles.
2. Purpose: To provide guidance on the proper use of Government Vehicles at PoM.
3. Applicability: This policy applies to all military and Department of Defense (DoD) civilian personnel assigned, attached, located, or employed on the PoM and Ord Military Community (OMC). It also applies to Government contractors when a contract authorizes the use of Government owned or leased vehicles.
4. 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.
5. Official Use: The use of all Government vehicles is restricted to Official Purposes only in strict compliance with existing regulations; government vehicles will not be utilized for personal business, advantage, or convenience. The Head of each activity, section, or unit and their appointed Unit Transportation Coordinators are responsible for safeguarding proper use of said vehicles. The senior occupant of a vehicle is likewise directly responsible for safeguarding proper use.

SUBJECT: United States Army Garrison Presidio of Monterey (PoM), Command Policy #22 - Use of Government Vehicles:

6. Authorized Activities. Transportation may be provided to support other official activities per AR 58-1 with case-by-case approval through the LRC Transportation Office.

- a. Official Ceremonies such as changes of command, promotions, retirements, and unit activations/deactivations normally held at Government-owned or Government-leased facilities.

- b. Official after-hour functions beginning and ending at the operators' normal place of duty.

- c. Transportation to or from an officially directed medical appointment or patient therapeutic program scheduled by the Military that requires attendance.

- d. Travel to commercial or military terminals where commercial methods of transportation cannot meet mission requirements in a responsive manner per AR 58-1.

- e. Emergency Leave Transportation to the nearest commercial transportation site when approved by the Military personnel's commander per AR 58-1.

- f. Morale, Welfare, and Recreation (MWR) activities approved per AR 215-1.

- g. Army Community Service and Family Programs operating under and approved per AR 608-1, AR 608-18, and AR 608-75.

- h. Transporting family members on a space available basis when approved in advance to accomplish official business.

7. Prohibited Usage: Personal and unofficial use of Government vehicles is strictly prohibited. Government vehicles will not be used for transportation to, or be parked at commissaries, post exchanges (including all concessions), MWR clubs, commercial on-post restaurants, or any non-appropriated fund activity unless personnel using the vehicles are on official Government business or are on Temporary Duty (TDY) away from the Military personnel's or Department of Defense Civilians' home station. Department of the Army Civilian police, Department of the Army security guards, and Fire and Emergency Services personnel are exempt from this restriction provided the occupants and operators of the Government vehicle are first responders on official Army duty. The LRC Transportation Office is available for guidance on what qualifies as prohibited use. Prohibited use includes but is not limited to:

SUBJECT: United States Army Garrison Presidio of Monterey (PoM), Command Policy #22 - Use of Government Vehicles:

- a. using a Government vehicle for all or any part of the route 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.
- g. supporting non-DOD activities unless specifically authorized in a current AR.

8. Temporary Duty (TDY): Government Vehicles may be provided to personnel in receipt of valid TDY orders to assist in mission performance. TDY orders alone do not justify authorization of a Government vehicle; factors to be considered include need, distance involved, duration of the mission, availability of adequate bus service, or other conditions which justify use.

a. Requests for use of LRC managed Government vehicles for TDY will be routed through the requestor's Commander/Director and sent to the LRC Fleet Manager for review prior to use. Personnel on TDY to attend institutional training are not authorized a Government vehicle in lieu of a commercially-rented vehicle funded by the sending Command.

b. When a Government vehicle is authorized for use while on TDY, 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 transportation terminals.

c. In absence of regularly scheduled public transportation, or when its use is impractical, a Government vehicle may be operated by TDY personnel 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 a Government vehicle to travel to or from commercial entertainment facilities (professional sports venues, amusement parks, concerts, and similar venues) is not authorized.

SUBJECT: United States Army Garrison Presidio of Monterey (PoM), Command Policy #22 - Use of Government Vehicles:

9. Permissible Operating Distance (POD): Units are prohibited from taking LRC managed Government vehicles outside of the local POD of 100 miles one-way without prior approval from their Commander/Director and review by the LRC Fleet Manager. Requests for exception to the POD should be submitted to the LRC Fleet Manager 72 hours in advance of the requirement.

a. POD Exempt Locations. 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 Exemption Approval. Units/activities are required to submit request(s) through their chain of command for new POD exempt location approval(s).

#### 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. Leaders will ensure cited drivers promptly resolve traffic and parking violations.

b. Parking tickets: There is no immunity for operators of Government 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 are the responsibility of the using agency.

#### 11. Testing, Licensing and Training:

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

b. An Optional Form (OF) 346 (U.S. Government Motor Vehicle Operator's Identification Card) or DA Form 5984-E (Operator's Permit Record Card) is required with vehicle endorsement 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 10,000 pounds and over. To obtain or renew an OF 346, contact the LRC Transportation Office for more details.

SUBJECT: United States Army Garrison Presidio of Monterey (PoM), Command Policy #22 - Use of Government Vehicles:

c. A Department of the Army (DA) Form 348 (Equipment Operator's Qualification Record) is required for all active-duty military personnel. Civilian personnel are exempt unless required to have an OF 346 or DA Form 5984-E.

12. Utilization of assigned vehicles. The Vehicle Utilization Review Board (VURB) annually determines the utilization criteria used to justify retention of Government vehicles. Assigned vehicles should be fully utilized to meet established requirements; however, vehicles will not be operated solely to achieve utilization goals. Vehicles will have a justification on file with specific rationale for the dispatch. Failure to maintain a valid vehicle justification may result in loss of vehicle assignment.

13. Dispatch of assigned vehicles: Operators with assigned vehicles must take vehicles to the LRC Transportation Motor Pool (TMP) once per month for re-dispatch IAW the LRC TMP dispatch schedule. The vehicle operator and motor pool dispatcher will conduct a joint inspection, with results authenticated and retained by the LRC Transportation Office. To inquire about any issues related to dispatching vehicles, contact the LRC TMP 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. The appointment of Unit Transportation Coordinators (UTCs) is essential for managing assigned vehicles and preventing misuse. UTCs will be designated in writing per AR 58-1.

b. Operators are properly selected and licensed IAW AR 600-55 and this policy prior to being authorized to operate a Government vehicle and rosters of all licensed operators are maintained. Leaders will emphasize the importance of driver safety.

c. Operator(s) will:

(1) Perform Preventive Maintenance Checks daily, using the TMP provided check sheet, before operating a Government vehicle and will 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

SUBJECT: United States Army Garrison Presidio of Monterey (PoM), Command Policy #22 - Use of Government Vehicles:

the LRC Transportation Office, telephone number (831) 242-7791/7785 or POM building 233, 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 within 24 hours.

(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. Use of all tobacco products, electronic substitutes or 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. Proponent: The proponent for this policy is the Logistics Readiness Center (LRC) -PoM, Transportation Division, 831-242-6380 or 831-242-6450

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