



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT**  
**BUILDING 238 CALIFORNIA AVENUE**  
**FORT HUNTER LIGGETT, CA 93928-7000**

IMWE-CST-LG

20 July 2009

MEMORANDUM FOR US Army Garrison Fort Hunter Liggett (USAG FHL) Soldiers and Civilians

SUBJECT: Fort Hunter Liggett Policy Letter # 51 – Official Use of Government Vehicles

1. REFERENCES:

- a. DoD Directive 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, 16 Mar 2007.
- b. Army Regulation 58-1, Management, Acquisition, and Use of Motor Vehicles, 18 Aug 2004.

2. PURPOSE: The purpose of this policy letter is to establish local guidance for the authorized use of Army Non-Tactical Vehicles consistent with the restrictions set forth in the above references.

3. APPLICABILITY: This policy is applicable to all United States Army Garrison Fort Hunter Liggett and Camp Parks civilian and military personnel assigned to and/or under the operational control of USAG FHL who drive Army owned, leased or controlled Non-Tactical Vehicles (NTV).

4. POLICY: Army owned or controlled non-tactical vehicles shall be used for official purposes only. The restrictions contained in this policy and in the above references will be strictly followed by all personnel and fully enforced by all managers and supervisors. Individuals are reminded there are severe penalties for anyone who willfully uses, or authorizes the use of, a Government vehicle for other than official purposes. Operators are responsible for enforcing the "No Smoking" policy in government vehicles.

5. PROCEDURES: Commanders, directors, managers, and supervisors are responsible for ensuring that government-owned vehicles are used for official business only.

- a. Some examples of official use include, but are not limited to:

- (1) Official medical appointments at a military hospital or clinic, and Mee Memorial Hospital, King City. Personnel having medical appointments will make every effort to ensure that their appointments are consolidated as much as possible.

- (2) Pick up of items purchased by the government at local commercial vendors or drop-off or pickup of GSA vehicles at local vendors for service or repair.

- (3) Visiting other military installations for coordination, meetings, and staff visits.

- (4) Official Ceremonies: Only those personnel who are actually participating in an official ceremony or who are attending as the senior official from their organization may utilize an NTV. The transportation will begin and end at the transporting individual's normal place of duty or other officially

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designated area approved by the Commander (but not a personal residence or domicile). Any request for exception to this policy will be made to the Deputy to the Garrison Commander.

(5) DFMWR-sponsored Programs, with a signed request approved by their supervisor and the DFMWR or Deputy Garrison Commander.

b. Prohibited uses. Examples of prohibited uses of government vehicles include, but are not limited to:

(1) Use of government vehicles for Domicile-to-Duty transportation is prohibited.

(2) Stopping at the AAFES Snack Bar or the Bowling Center for meals (except as provided below for on-duty Law Enforcement personnel).

(3) Shopping for personal groceries at the Commissary.

(4) Stopping at the Post Office to pick up personal mail or items.

c. Emergency Response Personnel: DoD Law Enforcement personnel under arms are on duty through their meal period, and as such are subject to emergency recall. Therefore, when appropriate and necessary these individuals may use NTVs to go to and from on-post eating establishments. This does not authorize use of an NTV to or from their place of residence, nor to obtain meals or food off the installation.

d. Permissible Operating Distance (POD): The use of Government NTVs is authorized from the point of origin to the greatest distance furthestmost duty location, (i.e., installation or activity) not to exceed 300 miles round trip. Exception to this policy may be granted by the Commander or his designee and must be within the command budget allowances for travel. Requests for waiver will be submitted through the DOL to the Deputy to the Garrison Commander.

6. PROPONENT: The point of contact for the policy is the Directorate of Logistics at (831) 386-2012.

  
JAMES M. SURIANO  
COL, CA  
Commanding