



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-FHL-LGT

15 AUG 2011

MEMORANDUM FOR US Army Garrison Fort Hunter Liggett (USAG FHL) Soldiers and Civilians (including all tenant units and activities)

SUBJECT: Fort Hunter Liggett Policy Letter # 51, Official Use of Government Vehicles, Associated Fuel Cards and Fuel Keys

1. REFERENCES:

- a. 18 United States Code, Crimes and Criminal Procedure
- b. 31 United States Code, Money and Finance
- c. DOD Directive 4500.36-R, Management Acquisition and Use of Motor Vehicles, 16 Mar 07.
- d. AR 58-1, Management, Acquisition and Use of Motor Vehicles, 18 Aug 04.
- e. AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), 30 Sep 93
- f. AR 690-700, Chapter 751, Table 1-1, Table of Penalties for Various Offenses
- g. AR 710-2, Supply Policy Below the National Level, 28 Mar 08.

2. PURPOSE: To establish local guidance for the authorized use of Army Non-Tactical Vehicles, Associated Fuel Cards and Fuel Keys consistent with the above references.

3. APPLICABILITY: This policy is applicable to all United States Army Garrison Fort Hunter Liggett assigned civilians and military personnel, including tenant units or activities.

4. POLICY: Army owned or controlled non-tactical vehicles (all non-tactical vehicles leased or rented on Government orders are considered to be Army controlled) shall only be used for official purposes. The restrictions contained in this policy and in the above references will be strictly followed by all personnel and fully enforced.

5. PENALTIES: The unauthorized or willful misuse of an Army-owned or controlled motor vehicle may be cause for disciplinary actions as follows:

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a. **Civilian personnel:** Any officer or employee of the United States Government who willfully uses or authorizes the use of any U.S. Government-owned or -leased passenger motor vehicle (except for official purposes as authorized by 31 U.S.C. Section 1344) shall be suspended from duty, without compensation, for not less than 1 month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant (31 U.S.C. 1349(b)).

b. **Military personnel:** Military personnel who willfully use or authorize the use of any U.S. Government-owned or -leased passenger motor vehicle (except for official purposes as authorized by 31 U.S.C. Section 1344 (31 U.S.C.)) may be disciplined under provisions of the Uniform Code of Military Justice or other administrative procedures as appropriate.

c. **Financial liability:** Financial liability will be assessed against members of the Army (including members of the Army Reserve and National Guard) and Army civilian employees when Government property (including a motor vehicle) is lost, damaged, or destroyed, as a result of their negligence, willful misconduct, or deliberate unauthorized use.

d. **Government motor vehicles.** Depending on the facts and circumstances, the criminal sanctions of 18 US Code 641, may apply to the misuse of a Government motor vehicle. That statute provides for a fine or imprisonment for up to 10 years or both.

6. **PROCEDURES:** Commanders, Directors, Managers and Supervisors are responsible for ensuring government owned vehicles are used for official business only and will appoint a primary and alternate as the unit/activity Transportation Coordinator. The appointment of the Transportation Coordinator and alternate will be in writing with a copy provided to the Directorate of Logistics Transportation Division. Transportation Coordinators will be the primary interface between the Transportation Motor Pool and the Unit / Activity.

a. Official uses of Army-controlled NTV's include but are not limited to:

(1) Direct support of official Government missions.

(2) Transportation to or from an appointment scheduled by the Army (*i.e.* TMC) that requires a Soldier's attendance as opposed to a doctor's appointment made by the Soldier.

(3) Transportation may be provided to support authorized activities such as installation sponsored athletic teams, morale, welfare, and recreation groups; patient therapeutic programs; and chaplain programs when determined by the installation commander that failure to provide such service would have an adverse effect on morale of service members, family members and DOD civilians.

(4) Picking up supplies purchased by the government at local commercial vendors or drop-off or pickup of GSA vehicles at local vendors for service or repair.

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(5) Daily mission support of ranges, on-post distribution services, maintenance services being performed at remote military sites and attendance or participation in official ceremonies (transportation begins and ends at the individuals' normal place of duty).

b. Prohibited uses of Army Controlled NTV's include but are not limited to:

(1) Use of a government vehicle for Domicile-to-Duty transportation (residence to place of duty and return). As specified in paragraph 2-4.d., AR 58-1, this includes transporting personnel "over all or any part of the route between their domiciles and place of duty or employment." **Only the Secretary of the Army can authorize Domicile to Duty Transportation for Army Personnel. This authority cannot be delegated.**

(2) Going to or being parked at the PX (including concessions), DFAC, Commissary, Post Office, Snack Bars or other personal business on or off the installation (hunting, fishing, sightseeing).

(3) Transport of Army personnel and their family members to, from, or between U. S. Government facilities or commercial establishments for the purpose of conducting personal business or engaging in other activities of a personal nature. For example, non-tactical vehicles will not be used to transport personnel or to pickup or deliver any items or supplies that are required for any unofficial functions or activities such as office coffee funds, office luncheons/parties, and so forth.

(4) NTV's will not be used to pull privately owned trailers to include rental trailers procured for personal use (includes unit activities such as barbeques, motorcycle club events, etc).

(5) If any doubt at all exists as to whether or not a use is official, don't do it.

6. FUEL CARDS and FUEL KEYS:

a. Fleet fuel credit cards, not the Government Purchase Card, are only to be used for retail fuel transactions at commercial locations. Only the GSA fuel card that is with the vehicle when dispatched may be used for purchasing non-fuel vehicle-related supplies and services for Government-owned vehicles that are in direct support of the mission. Example: the GSA fuel card can be used to pay for wiper blade replacement or oil change for that vehicle. The Army Fleet fuel credit card that comes with Army-owned vehicles can only be used for purchase of fuel. Instructions for other transactions for Army-owned vehicles will be provided at time of dispatch.

b. Control of all fuel cards will be accomplished in accordance with AR 190-51 using sign out procedures so that the card user can be identified and associated with all transactions. Use of DA Form 5830-R (POL Credit Card/AV Fuel Identaplate Control Log) is required.

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c. Immediately upon return to home station, receipts for all purchases must be turned in to the designated Unit /activity Transportation Coordinator. On a monthly basis receipts will be matched to billed transactions to verify the validity of charges and reconciliation turned in to the Transportation Motor Pool.

d. Fuel keys will be issued by the DOL Fuel Key Custodian on receipt of a valid request from the using unit. The fuel key is to be used for all fuel obtained at the Fort Hunter Liggett POL Supply Point.

d. Loss of cards or keys will be reported immediately to the Transportation Office at DOL via the most expeditious method.

7. PROPONENT: The Directorate of Logistics is the proponent of this policy. POC is Installation Transportation Officer, at (831) 386-3802.



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Commanding