



**DEPARTMENT OF THE ARMY**  
JOINT BASE MYER – HENDERSON HALL  
204 LEE AVENUE  
FORT MYER, VIRGINIA 22211-1199

IMMH-LG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum LG-4, Use of Government Vehicles

1. REFERENCES.

- a. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 12 Jun 14.
- b. Department of Defense Directive 5500.7-R, Joint Ethics Regulation (JER), 17 Nov 11.
- c. AR 735-5, Policies and Procedures for Property Accountability, 22 Aug 13.
- d. Department of Defense Directive 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, 16 Mar 07.
- e. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 18 Jun 07.
- f. AR 385-10, The Army Safety Program, 27 Nov 13.

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 Joint Base Myer-Henderson Hall. It also applies to government contractors when a contract authorizes the use of government-owned and -leased non-tactical vehicles (NTV).

4. POLICY. Commanders, supervisors, and leaders at every level are responsible for maintaining a system that ensures only official authorized use of government vehicles, as well as the proper training and licensing of operators in accordance with this policy.

5. PROCEDURES.

- a. Official use: Government vehicles will be used exclusively for conducting official business on and off post in support of official 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.

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b. Official ceremonies and events. Military and civilian personnel may use government vehicles when participating in official ceremonies and events.

c. Other authorized activities. Transportation may be provided to support other authorized activities with case-by-case approval through the Transportation Office.

d. Dependent travel. Dependents may be authorized transportation in government vehicles only while accompanying their sponsors and only when the sponsor's 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 vehicles or a larger vehicle to provide transportation to dependents is prohibited.

e. Personal and unofficial use: Personal and unofficial use of government vehicles is strictly prohibited. Prohibited uses include but are not limited to: traveling between personal residence and place of duty, traveling to/from unofficial social functions, personal errands or side trips for unofficial purposes, transportation of dependents or visitors without accompanying sponsor/official, traveling to purchase a meal while not in conjunction with official business, and other unofficial activities such as office luncheons and fund raising activities. NTV's may not be used for transportation to or be parked at commissaries, post exchange (including all concessions), bowling alleys, officer and noncommissioned officer clubs, or any non-appropriated fund activity unless personnel using the vehicles are on official Government business or temporary duty travel (TDY).

f. Temporary Duty (TDY):

(1) 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. Commercial terminals include airports, seaports, and train or bus stations. Authorization must be received in advance of travel from the Transportation Motor Pool, and all required forms submitted.

(2) When a NTV is authorized for use while on TDY, the NTV may be operated between places where the person's presence is required for official business, or between such places and temporary lodgings. In the 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. Authorization must be received in advance of travel from the Transportation Motor Pool, and all required forms submitted.

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g. Permissible operating distance: Generally, government vehicles should not be used to travel beyond 75 miles (one-way) from Joint Base Myer-Henderson Hall. Requests to use government vehicles beyond 75 miles (one-way) must be submitted to the Transportation Office for approval prior to using government vehicles.

h. Testing, licensing and training:

(1) 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.

(2) A U.S. military driver's license, Optional Form (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 transmissions, passenger vans (over 12 passengers), and all government vehicles with a gross vehicle weight of 26,000 pounds and over.

i. Dispatch: Operators with assigned vehicles must take vehicles in for dispatch once per month. The vehicle operator and Transportation Motor Pool dispatcher will conduct a joint inspection with results authenticated and retained by the Transportation Motor Pool. Any one not possessing the required documents mentioned above will not be able to dispatch a vehicle and if they drove the vehicle to the motor pool it will be kept at the motor pool until proper documents are reviewed or someone with the correct documentation comes to dispatch the vehicle.

j. Hand Receipts: Vehicles will be hand-receipted to an individual within each organization at a level which allows for effective command and control of subordinate vehicle operators. Hand-receipt holders shall commence a Financial Liability Investigation of Property Loss within two business days of the occurrence or discovery of vehicle damage.

k. Operators will:

(1) Perform daily Preventative Maintenance Checks using check sheets, and conduct walk around of the vehicle to check for any damage before operating.

(2) Report accidents/damage or maintenance deficiencies to the Transportation Motor Pool within one workday of incident.

(3) Fuel vehicles using ONLY regular unleaded or diesel fuel. Use of Supreme, Plus or Premium types is not authorized.

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

(5) Maintain the vehicle in a satisfactory condition, removing any garbage or dirt after each use. Each assigned vehicle is authorized one car wash per month within designated cost limits.

(6) Support required maintenance of assigned reoccurring dispatch vehicles by taking the vehicle in for scheduled maintenance when specifically required by Transportation Motor Pool.

I. Adverse actions: Military or civilian personnel who violate the provisions listed below may be subject to criminal or adverse administrative action. Punitive action may include:

(1) One-month minimum suspension without compensation for civilian personnel using or authorizing use of a government vehicle for other than official purposes as outlined in reference a.

(2) Disciplinary actions under the provisions of the Uniform Code of Military Justice or other administrative procedures deemed appropriate for military personnel.

(3) Financial Liability: Financial liability may 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.

(4) Investigation: Each accident involving a government vehicle shall be investigated and a determination made concerning the cause(s) and surrounding circumstances, including how the accident could have been prevented

6. PROPONENT. The proponent and POC for this policy is the JBM-HH Logistics Readiness Center Director, 696-7009.

PATRICK M. DUGGAN  
COL, SF  
Commanding

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