



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

IMHL-ZA

23 JUN 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG FHL Policy #11-2 - Official Use of Government Vehicles, Associated Fuel Cards and Fuel Keys

1. REFERENCES.

- a. Title 18 United States Code (U.S.C.), Crimes and Criminal Procedure
- b. Title 31 U.S.C. Money and Finance
- c. DOD Directive 4500.36-R, Management Acquisition and Use of Motor Vehicles.
- d. AR 58-1, Management, Acquisition and Use of Motor Vehicles.
- e. AR 190-51, Security of Unclassified Army Property (Sensitive and Non-sensitive).
- f. AR 690-700, Chapter 751, Table 1-1, Table of Penalties for Various Offenses
- g. AR 735-5, Policies and Procedures for Property Accountability.
- h. IMCOM Policy Memorandum 58-1, Exception to Policy for Use of Non-Tactical Vehicles by First Responders on Official Duty.

2. PURPOSE. To provide guidance for the authorized use of Army Non-Tactical Vehicles (NTV), Associated Fuel Cards and Fuel Keys.

3. APPLICABILITY. This policy applies to Soldiers, Civilian employee, and contractors utilizing U.S. Army Garrison Fort Hunter Liggett managed vehicles.

4. POLICY. Army owned or controlled non-tactical vehicles (NTVs) shall only be used for official purposes. Vehicles leased or rented on Government orders are considered to be Army controlled. The restrictions contained in enclosed procedures and in the above references will be strictly followed by all personnel and fully enforced. Domicile-to-Duty use of NTVs is expressly prohibited unless approved by the Secretary of the Army.

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

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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 Logistic Readiness Center (LRC) Transportation Division. Transportation Coordinators will be the primary interface between the Transportation Motor Pool and the Unit / Activity.

a. Official uses of Army-controlled NTVs include but are not limited to:

- (1) Direct support of official Government missions.
- (2) Transportation to or from an appointment required by the Army (i.e. place of duty).
- (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 Garrison 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.
- (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).
- (6) On-duty emergency services personnel are permitted to use emergency response NTVs for transportation to and from non-appropriated fund (NAF) facilities and activities or any government building or government dining facility for personal relief or meals. However, emergency services personnel will not remain in the area after consuming or receiving services except to provide a law enforcement presence.

b. Prohibited uses of Army Controlled NTVs 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 AR 58-1 paragraph 2-4.d, 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.**

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(2) Going to or being parked at the Post Exchange (PX) (including concessions), Dining Facility (DFAC), Commissary, Post Office, Snack Bars or other personal business on or off the installation (hunting, fishing, sightseeing). On-duty emergency services personnel are excluded from prohibited travel to NAF and government buildings on the installation for purposes of personal relief or meals.

(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, NTVs 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) NTVs 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) Permissible Operating Distance (POD): Generally, Government Owned vehicles should not be used to travel beyond 100 miles one-way from FHL or PRFTA.

(a) POD Exception: Due to mission requirements and geographic location the POD for FHL and PRFTA is set at 250 miles one-way.

(b) POD Exemptions. LRC Transportation Division Line-haul vehicles, and the Department of Emergency Services (DES) and Roads and Grounds vehicles responding to mutual aid calls.

(c) POD Exception Approval. Directorates/units are required to submit request(s) through the Transportation Office to the Garrison Commander for approval.

(6) 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

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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.

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 LRC 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.

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

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

  
JAN C. NORRIS  
COL, SC  
Commanding

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