



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1292

IMLV-ZA

22 July 2015

MEMORANDUM FOR All Personnel Assigned or Attached to the United States Army Garrison, Fort Leavenworth, Kansas

SUBJECT: Garrison Command Policy Letter #11, Use of Government Vehicles

1. As outlined in Army Regulation 58-1 (Management, Acquisition and Use of Motor Vehicles), para 2-3 (Official Use of NTVs) government vehicles are for official use only. Commanders, directors, and staff will ensure that government vehicles are used for official government business and will avoid the perception of using government vehicles for personal use.
2. Government vehicles will not be used for transportation from quarters to place of duty or vice versa. This prohibition includes transportation of personnel involved in temporary duty travel from home to temporary duty site unless such transportation is between places where the person's presence is required for official business and temporary lodging. Personnel using government vehicles to attend official functions will depart from and return to their place of duty with the government vehicle, not to and from their residence. Government vehicles will not be taken to quarters except when official duty dictates (e.g., law enforcement and fire department responses and Directorate of Public Works maintenance calls).
3. Government vehicles will not be used to conduct personal business either on or off post. Government vehicles will not be used for transportation to or be parked at the Commissary, Post Exchange (including all concessions), bowling alley, golf club house, Frontier Conference Center, or any nonappropriated fund activity unless personnel using the vehicles are on official government business. The only exceptions are when the use of a government vehicle for other than official business is clearly in the interest of the Army (AR 58-1, Para 2-7), such as first responders (on duty installation law enforcement and fire department personnel). Exceptions include first responders using their government vehicles when going to lunch at the Post Exchange or bowling alley, or on duty fire department personnel taking their fire truck to the gym. Positions such as Fire Chief, Director of Emergency Services, and Director of Public Works are not considered first responder positions.
4. Government vehicle drivers will observe posted speed limits and obey all traffic regulations while on and off post. Government vehicle drivers will be courteous and present a professional appearance to the public at all times while operating a government vehicle.
5. POC is Mr. Marshall McMickell, Chief, Transportation Division, 684-5630.

//Original Signed//
THOMAS A. SHOFFNER
COL, AR
Garrison Commander