



REPLY TO
ATTENTION OF

CENWD-LM

DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS, NORTHWESTERN DIVISION
PO BOX 2870
PORTLAND OR 97208-2870

11 MAY 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NWD Policy Memorandum #3-04 - Use of Government Vehicles

1. References:

- a. DoD 4500.36R, Management, Acquisition and Use of Motor Vehicles, Chapter 4, enclosure 1.
- b. CELD-T memo, 26 Sep 2003, Subject: Domicile to Duty (D-T-D) Transportation Policy.
- c. ER 56-2-1, Surface Transportation, Administrative Vehicle Management – Civil Works

2. Reference 1.c. provides detailed guidance regarding the proper utilization of Corps owned and controlled vehicles. Reference 1.b. updates ER 56-2-1, Chap 2, para 2-4b as follows:

- Personnel in receipt of temporary duty (TDY) orders who are authorized to travel by government owned or controlled vehicles to/from the temporary duty location, may be authorized overnight retention of a Government vehicle at their residence under certain circumstances. Overnight retention and next day departure from an individual's residence may be authorized where it has been determined that it is more cost effective to the Government to provide an employee a vehicle from home to work. The basic consideration will be that the employee would have to travel a long distance to pick up the vehicle and then turn around and drive back in the same direction to proceed to the temporary duty site (See 25 Comp. Gen 844 (1946); Op. Comp. Gen B-210555.18 (1987)). Authorization will be in writing and approved by order issuing authorities and/or Commanders of Primary and Secondary Level Field Activities. Installation Commanders are directed to establish an audit trail to document the specific circumstances of each request. Maintain strict administrative control for overnight assignment of Government vehicles.

3. In the event questions should arise regarding the official nature of a requirement, they will be resolved in favor of strict compliance with statutory and regulatory provisions. Determination of whether use is for official purposes is a matter of discretion and should be made on the basis of the following:

- a. Is it essential to the successful completion of the Corps function and mission; and,
- b. Is it consistent with the purpose for which the vehicle was acquired?

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4. The use of this delegated authority is strictly limited to the conditions set forth above. Any variation or deviation from this authority places the employee driver and the approving authority in possible violation of 33 U.S.C. 1349(b) which directs that such employees "...shall be suspended for at least one month, and when circumstances warrant, for a longer period or summarily removed from office." This directive is strictly enforced.

5. The official use of government owned or controlled vehicles does not extend to the transportation of personnel over all or any part of the route between an employee's domicile and their permanent duty station, except as provided above, nor will a government vehicle be used for the convenience of accomplishing any type of personal activity. DoD 4500.36-R specifies when a spouse may be transported in a Corps owned or leased vehicle, and does not include other dependents of the employee. These prohibitions apply to all personnel regardless of rank, grade or position. It is permissible and considered to be in the interest of the Corps to transport personnel in a TDY status from their place of lodging to their temporary duty station, providing public transportation is inadequate or nonexistent.

6. Approval of the use of a government owned or leased vehicle under the circumstances in paragraph 2 above may be delegated by the district commander to travel order approving officials as deemed appropriate. An audit trail must be kept of all such approvals to include an accountability log subject to annual inspection by Logistics Management personnel. All requests must be made and approved in writing and included in the "Remarks" block of the CEFMS travel order.

7. District Commanders and NWD Directors and Chiefs of Separate Offices will ensure that adequate controls are in place to strictly enforce the provisions of ER 56-2-1 as amended by reference B.

8. This memo supercedes CENWD-MR-LM memo, dtd 18 Jan 1999, Subject: Use of Government Vehicles.



DALE A. KNIERIEMEN
Colonel, EN
Deputy Commander

DISTRIBUTION:

District Commanders

District Logistics Chiefs