

## Use of Official Motor Vehicles and Drivers

Recently, one of the HQ AMC officials asked me for the written AMC policy on the use of official cars and drivers. Here is what I advised...

"I understand that you are looking for written AMC policy on the authorized use of official vehicles and drivers. As far as I can determine, there is no specific written AMC policy. The closest that I can find is AMC Supplement to AR 58-1, dated 9 Sep 82 (actually, it is so old that it is called the "DARCOM" Supplement). It seems to direct itself primarily to the management of administrative use vehicles, rather than when they can legally be used. I am not sure who the proponent of this regulation is today... in 1982 it was the Director of Installations and Services.

"The "policy" concerning authorized use is statutory (31 USC 1344) and regulatory (DoD 4500.36-R, DoDI 4515.7, and AR 58-1) and Secretarial Policy (SECARMY Memorandum dated 8 Apr 99) in nature. The basic principle is that Government administrative use vehicles shall be used for official purposes only. That's the easy part. Sometimes, it is a bit difficult applying this principle to the actual situation. Here are some bullets for you:

With very few exceptions, home-to-work transportation is not allowed. Those exceptions include the Secretary of the Army and the Army Chief of Staff.

Rank or grade alone does not justify use of an official administrative use vehicle.

Within the NCR,, official vehicles generally may not be used to and from commercial terminals because "Public and commercial transportation to commercial terminals in the NCR is considered adequate for all but emergency situations, security requirements, and other unusual circumstances." DoDI 4515.7, para. D.2. This restriction applies to Reagan National, Dulles, BWI, and downtown DC bus and rail terminals.

Official attendance to after hours functions may be approved as an exception to policy. Travel is expected to begin and end at the employee's normal place of duty.

If the employee's spouse is attending a meeting or event with the employee, the spouse may accompany the sponsor in the official vehicle subject to space available (no other employee is displaced and a larger vehicle is not required), There can be no deviation to pick up the spouse, and the spouse may not ride unaccompanied.

"Finally, as with any resource, managers of that resource need to make reasoned judgments as to whether a proposed use is economical and efficient. Just because an administrative use vehicle would be permitted (official purpose), this might not be the best use of a driver and vehicle for one person, who has alternative means of transportation (e.g., the scheduled shuttle service). Timing, schedules, numbers of people, voluminous files, security concerns are all factors that could come into play.

"The above covers the usual issues. If you have a situation not covered by the above, please let me know the specifics so that I can help. If your office has not received the SECARMY memorandum through normal channels, I should be able to come up with a copy for you."

I provide the above in case you might find it useful.

Mike Wentink